

Job Title: Cashier

Starting Date: 18/09/2022

Deadline: 25/09/2022

Duty Station: Aden Office

Project: Admin

Females Applicants are welcome to join the call

About VHI

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org.”

Main responsibilities:

- Daily monitoring of office and projects funds.
- Ensure the quality of the invoices and respect financial procedures / guidelines of VHI before payments.
- Realize all office/ project expenses after ensure that everything is correct and have full supported documents and to be approved by related manager.
- Translated the invoices and all necessary documents into English when required.
- Ensure to record all financial transactions and expenditures in financial system "WINPACCS" as required and on timely basis.
- Prepare the monthly closure of the accountancy with the line manager to be send to CO Head of finance.
- Perform regular bank and cash reconciliations.

Strategy:

- Ensure stamp all expenses documents with stamp “PAID” with project No of donor.

- Maintain a proper soft and hard copy backing up, and do scanning for all financial documents
- (digital voucher) on a regular basis to be available to be checked and reviewed by HQ or auditors.
- Ensure of filing and archiving system in general.

Cash-flow management

- Responsible of the cashbox, handle and manage petty cash.
- Realize all payments in cash in the respect of VHI procedures, and manage advances with other staff.
- Ensure travel expense reports and required accounting for other approved expenditures are properly completed and all outstanding advance amounts are reconciled.
- Limit cash flow shortage by anticipating cash and money exchange needs.

Partner management:

- Ensure quality of supporting documents and record expenditures into the system according to the monthly report and approved by Project Manager and according to the approved budget.

Reporting:

- Prepare and update office/ project financial plan / reporting on yearly, quarterly, monthly basis or as requested by line managers.

Other:

- Provide any additional support upon request of direct managers.

Ensure and clean and efficient working area and ensure a co-operative and supportive working environment.

Required qualification and Skills:

Vision Hope International e.V. is registered with the city courts of Freiburg/Germany (VR 270382) and is accredited by the fiscal authorities' in Emmendingen/Germany as a non-profit and charitable organization (Tax number 05070/50969).

- Bachelor's degree in accounting or experience in this field

SKILLS AND LANGUAGE:

- Excellent oral and written English skills are required.
- Excellent capacity to plan, prioritize and multitask.
- Excellent team-working skills.
- Excellent verbal and written communication skills.
- Advanced knowledge of MS Excel
- Knowledge of market research

How to Apply

- please Use this link to apply for the position: [Click Here](#)
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Experience certificates send them via email to: Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **Cashier**
Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.