



**SHREWSBURY
INTERNATIONAL
SCHOOL**

BANGKOK • CITY CAMPUS

Shrewsbury International School Bangkok City Campus

Job Vacancy

Cashier

Key Duties and Responsibilities will include:

- control effectively cash and bank transactions on a daily basis
- managing petty cash system
- provide cashier management reports
- perform bank reconciliations
- ensure the security of cash and financial instruments and documents at all times
- maintain financial records for cashier function
- undertake ad-hoc duties as and when required

Candidates should possess:

- previous experience in accounting department
- experience of MS Office, accounting software and databases
- sound knowledge of bookkeeping and accounting principles
- attention to detail and accuracy
- bachelor degree in Accounting or Finance or a professional accounting qualification
- can-do attitude
- friendly, customer service oriented character
- high integrity and professional attitude
- English language skills an advantage