

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME:

POST: Cashier (FMG/CS 1)

MINISTRY: Health

JOB RELATED

CONTACTS: Administrator; Accountant; Nursing; Medical Staff; Medical Record Officer; Pharmacy and Patients.

RESPONSIBLE TO: Accountant

SUMMARY: Under the general Supervision of the Accountant, the incumbent has direct responsibility for receipt books and general stamp while on duty. Collect data, monitor and ensure that the fees are balanced and the cash handed over to the Accounts Department on a daily basis.

**RESPONSIBILITIES:
AND DUTIES**

1. Check and balance Cash Book with cash.
2. Prepare daily summary of fees collected and enter into log book.
3. Assess patients who are unable to pay.
4. Mann cashier cage in accordance with duty roster prepared.
5. Visit out-patient departments/wards and collect Laboratory fees when clinic are in sessions. E.g. Fracture Clinic, X-ray Department, Renal Unit etc.
6. Complete monthly list reflecting amount of patients exempted and dispatched to the Accountant for submission in his/her report to the Administrator.

7. Maintain total responsibility for receipt book, cash and official stamp, during working hours by:-

- Checking number sequence of back on delivery from the accountant.
 - Issuing receipts for cash collected from patients.
 - Ensuring that receipt are signed and dated to establish authenticity.
 - Ensure that cash and the official stamp is secured in safety cabinets.
 - Balance accounts at the end of each day, prepare lodgments voucher and hand over cash to the Accountant and Cashier at the Ministry of Health.
8. Responsible for Keys.
 9. Accept Insurance Health Cards.
 10. Any other related duties assigned by the Accountant

EXPERIENCE: Four (4) years experience in the Civil Service.

QUALIFICATIONS: Four (4) C.X.C or G.C.E subjects, including Mathematics or Accounts.
In-service Training in government Accounting System.