

External Job Vacancy Announcement

AccessBank Liberia Limited (ABL) is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. Our shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

AccessBank Liberia is currently looking for qualified Liberian to fill the position of **Junior Cashiers**

Main Responsibilities

- Responsible for all cash operations in his/her cashbox including accurately documenting each activity in the cashbox, verifying all signatures, and registering all information on each transaction with client account and maintaining information of account balances
- Execute regular transactions daily in the cash box
- Conducting all cash transactions with customers and insuring that all ABL procedures are completed and cross-checked including conducting loan disbursements and currency exchange tasks
- Ensuring all vouchers are duly signed and presented to ensure all processes and transactions are executed accurately at the beginning and the end of each working day
- Providing customers with information regarding their own account and ABL's products and services, in addition to directing them to Client Advisors, when appropriate
- Conducting cash deposit or withdrawal from various accounts, including Savings, Current Account and Term Deposit, when introduced
- Anticipating, identifying and promptly addressing tasks and issues that arise in their area of responsibility that are not specified in the job description
- Ensuring that their manager is aware of these tasks and issues
- Perform other duties as required

Qualifications:

Education	:	Tertiary Education
Experience	:	Basic understanding about good customer services
Computer literacy	:	Microsoft Word, Excel, and relevant software
Languages	:	Fluency in English

If you are interested and fulfill the above mentioned requirements, please send your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, 20th Street Sinkor, Monrovia-Liberia or email: hr@accessbank.com.lr

Please note that only short-listed candidates will be contacted!

Closing date for this vacancy is **Friday, January 8, 2021 5:00p.m.**