

Terms of Reference
Cashier, Auction Yard, Phuentsholing

Position Title	Cashier
Grade	S4
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.14450.00 2. 20% House Rent Allowance (HRA) on basic pay 3. Fixed Allowance: Nu.9000.00 4. LTC: Nu. 1205.00 5. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period.
Qualification & Experience	Class 12 graduate with a commerce background and a minimum of four years of relevant experience.
Background	The individual should possess basic accounting knowledge, strong numerical skills, and familiarity with cash handling procedures. Experience in operating billing systems or point-of-sale (POS) machines is an advantage. The candidate must demonstrate honesty, accuracy, and attention to detail, along with good communication and customer service skills. Basic computer knowledge and the ability to maintain financial records efficiently are also essential.
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> 1) Sound knowledge of basic accounting principles and cash handling procedures. 2) Strong numerical and calculation skills with high accuracy 3) Ability to operate billing systems, point-of-sale (POS) machines, and basic computer applications 4) Knowledge of handling receipts, invoices, and maintaining transaction records 5) Ability to detect discrepancies and handle cash responsibly 6) High level of honesty, integrity, and accountability 7) Good communication and customer service skills 8) Problem-solving skills and ability to handle customer queries or

	complaints professionally.
<p>Duties, Responsibilities & Accountabilities</p>	<ol style="list-style-type: none"> 1. Issue bills to buyers (without lot card counterfoil) and receive payments. 2. Provide money receipts to buyers after payment and retain acknowledged copies for record-keeping. 3. Issue road challans to buyers after receiving payment. 4. Submit the list of defaulting parties to the Complex Manager. 5. Ensure prompt payments to growers under the token system. 6. Maintain an accurate cash book and copies of payment vouchers, along with growers' acknowledgment receipts for reference. 7. Issue a copy of the bill with a weight check memo to growers when making payments. 8. Ensure all payments are accurate to avoid shortfalls or excess payments. 9. Deposit service charges with the Complex Manager in a timely manner. 10. Comply with responsibilities outlined in the Auction Yard Credit Policy, 2015, and Cash Handling Guideline for Auction Yard, 2015. 11. Perform any other tasks as assigned by Management.
<p>Document Requirements</p>	<ol style="list-style-type: none"> 1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt) 2) Curriculum Vitae/Resume 3) Copies of Academic transcripts 4) Copy of valid Citizenship Identity card 5) Security Clearance Certificate 6) Copy of Audit clearance certificate. 7) Original Medical fitness certificate 8) No Objection Certificate, if employed