



Technical University of Mombasa Enterprises Limited (Tumel)

JOB VACANCIES

Technical University of Mombasa Enterprises Limited (TUMEL) seek to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

Position	Vacancy No.	No. of Posts
CASHIER	TUMEL/HR&ADM/CASHIER/04/04/2023	1

Reporting to: Finance Officer

The Cashier will serve as a front office of the Finance Department. The cashier will be receiving payments, issuing receipts and keeping track of all cash and credit transactions. He/She will ensure that all the TUM Hotel & Conferencing bills are processed and settled according to the Finance Policy. They will work closely with Food and Beverage (F&B) wait service staff and the Finance Assistant to ensure all Food and Beverage outlets sales are accurately administered.

Key Duties and Responsibilities:

- Receive and bank revenue
- Maintenance of cash books and preparation of bank reconciliation statements
- Posting of entries in various ledgers
- Producing monthly reports
- Reconcile cash drawers and cash receipts
- Issuing receipts and refunds
- Ensures that respective service staffs raise a guest order (KOT-Kitchen Order Ticket or Captain Order) from the Point of Sale-POS system for all F&B sales in the Hotel.
- Verifies the nature of this orders and that they are duly authorised by the relevant authority.
- Continuously monitors the proper use of the POS system to deter fraud.
- Assists the F&B Supervisor to ensure proper cashiering procedures are followed.
- Occasionally, directly raises bills for guests when there is direct interaction at the counter.
- Posts F&B bills to the rooms for on-stay guests.
- Maintain receipts, records and process orders and payments.



- Handles various payment transactions; credit transactions, Mpesa transactions and card payments.
- Preparing and submitting daily bank deposits.
- Carry out other duties and responsibilities as may be assigned from time to time by other persons in authority

Professional Qualifications and Requirements:

- Degree or Diploma in Accounting/Finance, Hospitality or related field from a recognized Institution
- Two (2) years working experience as Cashier, Accounts OR related position
- Numerical speed and accuracy
- Proficiency in MS applications and internet.
- Must have working knowledge of POS systems

Key Skills and Personal Attributes

- Be a team player
- Good Knowledge in the professional field of specialization
- Ability to take instructions
- Good problem-solving skills
- Ability to prioritize and manage multiple tasks simultaneously
- Excellent organizational skills and ability to work in fast-paced environment
- Be of good ethics and of high integrity
- Computing skills
- Interpersonal skills
- Time management skills
- Organizing skills
- Good Accounting and Analytical skills
- Solid written and verbal communication skills
- Ability to maintain a positive, friendly attitude even under high pressure.

TUMEL Grade	Consolidated Salary Range	Contract Duration
7	25,000/-32,519/=	3 years, renewable based on performance

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.



How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials maybe submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 18th April, 2023 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100 Mombasa.

TUMEL is an equal opportunity employer and committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.



A handwritten signature in blue ink, appearing to read "Jungwaio".