

## Vacancy Announcement

<b>Position title</b>	Cashier_ YAO-Khq-19-06
<b>Vacancy No.</b>	YAO-Khq-19-06
<b>Employment Type</b>	Full-time
<b>Duration</b>	Until 31/12/2019
<b>Duty station</b>	Khanaqin Office
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	Sunday 27/01/2019
<b>Overview</b>	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
<b>Job Description</b>	Youth Activity Organization (YAO) is seeking experienced and passionate cashier who will work under the direct supervision of Project Manager.

<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Follow all YAO policies, procedures, grant compliance and documentation requirements.</li> <li>• Implement and Make sure all respective donors and local Government rules and regulations are respected.</li> <li>• Keep the office safe, safe keys, cash and other assets in a secure and protected place.</li> <li>• Do cash counts weekly and whenever needed by Finance Officer, Project Manager and General Director.</li> <li>• Print all payment vouchers and match with the documents and file.</li> <li>• Ensure all required documents are attached; calculations are correct, appropriate approvals and reviews are made before payment of any cash</li> <li>• Enter all transactions to the accounting software under the supervision of the finance officer whenever required.</li> <li>• Code all expenditures following the standard chart of accounts, coded budget and record to the accounting software or recording system daily and ensure weekly review and posting.</li> <li>• Match invoices/receipts with payment vouchers, GRN (Goods Received Note) and other required documents.</li> <li>• Ensure all finance documents and reports are properly filed, labeled and stored in a clear and easily accessible manner.</li> <li>• Any other tasks as required.</li> </ul>
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<p><b>Required Qualifications &amp; Experience</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• University Degree in finance, accounting or any relevant field .</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 year experience in working with NGOs/UN agencies or large companies in the related field.</li> <li>• Understanding of UN and donor operations at country level</li> <li>• Cultural awareness and ability to build relationships quickly with a wide variety of people</li> <li>• Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure</li> <li>• Self-reliant and able to work independently.</li> <li>• Must be Iraqi nationality holder.</li> </ul>
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	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• In-depth knowledge of auditing and financial software.</li><li>• Excellent communication skills.</li><li>• Strong interpersonal and intercultural skills.</li><li>• Report writing skills.</li><li>• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.</li><li>•</li></ul> <p><b>Languages:</b></p> <p>Strong communication skills Verbal and written Kurdish, Arabic and English.</p>
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**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-06**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.