



Hebron School, Ooty

Job Description: Cashier

Job Title: Cashier

Department: Accounts

Reports to: Accountant

Effective Date: 01 October 2023

Location: Ooty, TN, India

About Hebron

Established in 1899, Hebron School is an independently managed, multicultural international, co-educational residential school. Hebron School broadly follows the structure of the English National Curriculum, culminating in the International General Certificate of Secondary Education examinations (Standard 11), and the General Certificate of Education Advanced Level - AS examinations (Standard 12) and A2 (Standard 13). The school situated in Ooty, adjacent to the Botanical Garden is a lively, busy community in which gifts and talents of both staff and students have ample opportunity for expression and development.

Responsibilities

- Responsible for handling all cash payments & receipts and making entries into tally,
- Process cheque payments, bank transfers, cheque deposits & cash deposits,
- Checking monthly bills and making relevant entries,
- Must be able to prepare monthly salary for all staff,
- Maintenance of cash and cash book

Requirements and Preferences

- Bachelors in Commerce or Accounts,
- Knowledge of tally a must,
- Previous experience of handling cash and accounts is preferred,
- Flexible to do other accounting jobs as and when required.

This job description is not intended to be a complete list of duties and responsibilities, but indicates some of the main areas. And, this job description may be amended from time to time, to take account of changing environment and legislations.

How to apply

You can apply by submitting the [Preliminary Staff Application 2023](#). For more details, please contact, Human Resource Assistant, at hr@hebronooty.org