



# The Salvation Army Pakistan Territory

## Job Posting

### Position Details:

<b>Job Title:</b>	Cashier
<b>Number of Positions:</b>	1
<b>Department:</b>	Finance Department
<b>Reports to:</b>	Territorial Financial Officer
<b>Work Locations:</b>	The Salvation Army Territorial Head Quarters (THQ) Lahore.
<b>Gender:</b>	Male /Female
<b>Age:</b>	24 – 45 years old
<b>Education:</b>	B.Com from recognized institution
<b>Experience:</b>	3 years' experience (Minimum)
<b>Employment Type:</b>	Contractual Full Time
<b>Working Hours:</b>	8:30AM to 4:30PM
<b>Work days:</b>	Monday to Friday

**Role Summary:** We are seeking a responsible and detail-oriented Cashier to manage daily cash transactions and maintain accurate financial records. The ideal candidate will ensure proper handling of cash, timely entries in the system, and compliance with organizational procedures.

Duties and Responsibilities:	Qualifications/Experience/Skills/Competencies:
<ul style="list-style-type: none"><li>• Cash dealing daily (handing/taking of cash against Advance Imprests/Exp. Claims/Petty cash reimbursements. Income receiving Rent/Utility Bills and other incomes)</li><li>• Before transacting, ensure that all transactions are approved and press relevant buttons (e.g. disburse cash/receive remaining balance).</li><li>• Payment of Salary and allowance in cash on monthly basis</li><li>• Withdraw and deposit cash from bank when required</li><li>• Entry of Advance in NetSuite</li><li>• Entry of Expense claims against Advance in NetSuite</li><li>• Cash reconciliation in NetSuite day to day</li><li>• Day book preparation/keeping record on daily basis</li><li>• Bank visit in the absence of Sarfraz.</li><li>• Filing of documents.</li><li>• Handling of other tasks assigned by HOD as per need basis</li><li>• Maintaining adequate amount of cash denominations</li><li>• Maintaining and scanning official day books records.</li><li>• Uphold and promote The Salvation Army's values and mission through respectful and diligent work.</li></ul>	<ul style="list-style-type: none"><li>• Minimum B.Com</li><li>• 3 years' work experience</li><li>• Attention to detail and problem-solving skills.</li><li>• Team Worker.</li><li>• Non-smoker and not habitual in the consumption of tobacco, chewing pan, or alcohol.</li><li>• Strong communication and interpersonal skills.</li><li>• Ability to handle emergency situations calmly and responsibly.</li><li>• Willingness to work flexible hours as required.</li><li>• Trustworthy with a high level of integrity</li></ul>

Please send your resume, a handwritten cover letter and attested copies of credentials, along with your contact details, by mail to the "Personnel Department" cover to:

**HR Manager**  
**The Salvation Army Territorial Headquarters**  
**35 Share-e-Fatima Jinnah Lahore.**

**Disclaimer:** Applications that do not align with the requirements specified in the job posting will not be considered. **Closing**

**Date: 16<sup>th</sup> May 2026**

**Note:** Only Shortlisted candidates will be contacted for an interview, No TA/DA will be paid for the interview.