



POSITION DESCRIPTION

POSITION TITLE: Cash Processor

REPORTS TO: Branch and/or Currency Processing Manager

LOCATION: Armaguard Branch as advised

POSITION OVERVIEW

The primary focus of this position is to count and verify all cash and coin as directed.

JOB DETAILS

- Maintaining accurate and efficient cash processing procedures by the counting of cash and the verification of documents received to ensure balances.
- Preparing outgoing cash and coin as instructed
- Maintaining a balanced account of cash through data entry or written checks
- Responsible for providing accurate processed information to Branch Teller.
- Performing physically demanding manual handling tasks whilst maintaining correct manual handling procedures according to training
- Reporting all discrepancies to Supervisor
- Adhering to strict security procedures and rules as per the branch operations manual.
- All other duties as directed within the scope of employee skill level and training.

OTHER DUTIES

- Restocking of ATM cassettes.
- Processing of coin through coin machines.
- Packaging of coin through the use of coin rollers.