



Vacancy

Petty Cash Clerk

Temporary Position – 5 months

Qualifications and Experience:

- High school diploma or equivalent; additional education in Accounting or Finance is an advantage.
 - Previous experience in a similar role, preferably in a corporate or administrative environment.
 - Proficiency in basic accounting principles and practices.
 - Strong numerical and data entry skills with keen attention to detail.
 - Excellent organizational and time management abilities.
 - Effective communication skills, both written and verbal.
 - Ability to work independently and as part of a team.
 - Proficiency in MS Office Suite and accounting software.
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Duties and Responsibilities:

The main duties and responsibilities of the **Petty Cash Clerk** consist of, but are not limited to:

1. **Petty Cash Processing:**
 - a. Receive and review petty cash vouchers and reimbursement requests from employees.
 - b. Verify the accuracy and completeness of supporting documentation for each transaction.
 - c. Prepare petty cash disbursements and ensure proper authorization according to company guidelines.
2. **Record-Keeping:**
 - a. Maintain detailed records of all petty cash transactions, including receipts and vouchers.
 - b. Reconcile petty cash balances regularly and report any discrepancies to the Fuel & Cashbook Controller.
 - c. Ensure that petty cash logs are up-to-date and accurately reflect all expenditures.
3. **Expense Reimbursement:**
 - a. Process employee expense claims and reimbursements in a timely manner.
 - b. Verify expense reports against receipts and ensure compliance with company policies.
 - c. Assist employees with inquiries related to petty cash and expense reimbursements.
4. **Communication and Collaboration:**
 - a. Collaborate with department heads and employees to address any issues or discrepancies related to petty cash transactions.
 - b. Coordinate with the Fuel & Cashbook Controller to replenish petty cash funds as needed.
 - c. Communicate effectively with vendors and suppliers regarding petty cash transactions and payments.
5. **Compliance and Documentation:**
 - a. Ensure compliance with company policies, procedures, and internal controls governing petty cash management.

- b. Maintain confidentiality and security of petty cash funds and related documentation.
 - c. Assist in the preparation of reports and documentation for internal audits and regulatory compliance.
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Application Procedure:

BHL GROUP is committed to equal opportunity employment. We encourage applications from individuals with disabilities and previously disadvantaged groups. If you meet the above requirements and are eager to join a fast-paced and professional environment, please apply through our recruitment portal at www.jobopportunities.net.

Be sure to include a **detailed cover letter, your CV, and relevant supporting documents.**

Join our team and contribute to the success of **BHL GROUP** in **Walvis Bay**.

Application Deadline:

17 October 2025, 7:00 PM