



**JOB TITLE: Branch Cashier**

**Job ID:** 106895

**Country:** Tanzania, United Republic of

**Professional area:** Supply Chain

**Contract type:** Permanent

**Professional level:** Experienced

**Location:** DAR ES SALAAM, TZ

**Please apply by July 12th, 2026.**

Reporting to: Credit & Collections Manager

Location: Dar es Salaam

Role: Permanent

**What this position is about - Purpose:**

To ensure the accurate, secure, and timely handling of branch cash transactions, sales proceeds, and banking activities while maintaining compliance with company accounting procedures, Anti-Money Laundering requirements, and branch financial controls.

**What will you do - Responsibilities:**

- Ensure all sales proceeds cash, cheques and pay in slips are secured and banked on time and are intact supported by respective deposit slips endorsed by the bank
- Ensure proper recording and customer care of counter sales as per sales procedures
- Check all sales invoices, cheque and cash transactions for accuracy and completeness as per JTI Anti-Money Laundering Policy and Branch Accounting Manual
- Ensure proper custody, recording and reconciliation of branch sales proceeds and the related documentation as per TME lite system and as per Branch Accounting manual provisions
- Prepare and submit expense reports, branch cash forecast, cash collection and cash transaction reports on daily / weekly / monthly basis
- Perform bank reconciliation for imprest Account and Contingent Fund on a weekly /monthly basis
- Cashing in and out any approved payment
- Responsible for complying and reinforcing accounting procedures

### **Who are we looking for - Requirements:**

- Bachelor's degree or Advanced Diploma in Finance, Accounting or any other bachelor's degree in business studies.
- Computer skills: comfortable with MS office tools
- Commendable record in dealing with cash in a similar position
- Work under minimal supervision
- Honest and reliable
- Attentive to detail
- 2-3 years' experience in related field
- Fluent in written and spoken English and Swahili

Are you ready to join us? Build your success story at JTI. Apply now!

Next Steps:

After applying, if selected, please anticipate the following within 1-3 weeks of the job posting closure: Phone screening with Talent Advisor > Assessment tests > Interviews > Offer. Each step is eliminatory and may vary by role type.

**[APPLY HERE - CLICK HERE](#)**