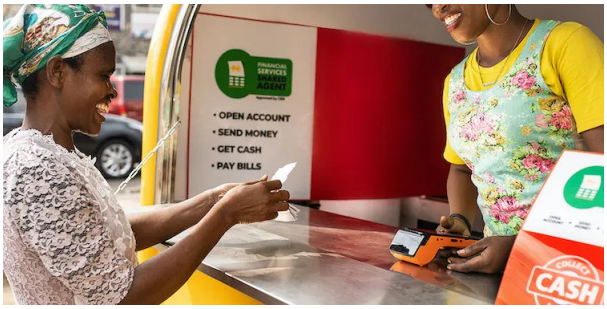
Mobile Remittance Teller



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Job Summary

Vacancy : 1
Deadline : Nov 30, 2026
Published : Nov 19, 2026
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus in four key areas: strengthening laboratory systems services and network for an efficient health care delivery, strengthening of disease surveillance systems and facilitate health care delivery programs, conduct operational research to inform health decisions for better patient outcomes, and empowering youths in Cameroon. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation and several bi-lateral organizations. **Purpose of the role** The Cashier under the supervision of the Financial Accountant will assist in processing financial transactions and maintaining financial records. **Primary duties and responsibilities** - Safekeeping petty cash funds and making reasonable petty cash disbursements to GHSS staff; - Effectively, control invoices and payment vouchers to ascertain their accuracy, relevance, validity, and compliance with the internal control and financial management policies and procedures of GHSS before effecting payments; - Plan, forecast, and alert the need for petty cash replenishment so as to timely meet short- term obligations; - Disburse cash against properly prepared and duly authorized invoices; - Cash withdrawal from the organization's bank account to replenish petty cash and the mobile money float; - Monitor and manage the organization's mobile money float, ensuring adequate balances, accurate transaction recording and regular reconciliation of mobile money accounts; - Prepare and submit weekly cash receipts and expenditure reports to the Financial Director; - Assist the accountant in filing and retrieving financial documents/information from the electronic and hard copy filing system; - Readily provide useful information and assist the accountant/finance officer in preparing financial reports; - Identify and communicate discrepancies, failed transactions, cash shortages and other payment-related issues promptly; - Communicates effectively with staff, suppliers, beneficiaries and financial institutions regarding payments, transaction confirmations and outstanding issues; - Assist the accountant in effecting bank reconciliations; - Perform other related tasks **Languages** - Proficiency in written and spoken English - Working proficiency in French, with the ability to communicate effectively in routine professional settings. **Submission of application** Interested and qualified candidates should submit a complete file containing, an application, a motivation letter, a curriculum vitae, and copies of the required academic/professional qualifications/certificates to the following address: **recruitment@ghsscm.org** *specifying the job title* **NB: Applicant's curriculum vitae should be either in Word format or in PDF. Scanned copies and JPGs will be rejected. Deadline for submission of application: November 30, 2026. *- We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file on time. - Only selected candidates will be contacted for interviews. - If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.***

Education & Experience

- HND in Accounting, Finance or a related field its equivalent from a recognized educational institution. - A minimum of one (01) year relevant work experience in finance and accounting. - Experience working with NGOs, Government agencies, or international organizations will be considered as an asset

Must Have

- Outstanding attention to detail, ensuring accuracy when recording transactions, verifying payment details, handling cash and reconciling balances - Strong ability to establish priorities, work within tight timelines and multitask; - Ability to work under minimal supervision with high level of resilience. - Demonstrate a high level of honesty, transparency and ethical conduct when handling organisational funds and financial transactions. - Demonstrate the ability to work with different mobile money platforms, digital payment tools and changing transaction requirements. - Adhere consistently to financial procedures, cash-handling rules, approval limits and reconciliation schedules. - Handle sensitive financial information and transaction details with appropriate confidentiality - Ready to learn for continuous improvement.

Educational Requirements

Compensation & Other Benefits