

# Cashier

**Aliases:** Bank Teller

**Industry/Sector(s):** BFSI

## JOB DESCRIPTION <sup>1</sup>

The tasks a Cashier is expected to perform include:

- Making payment to bank customer against pay-in-slips, withdrawal slips, cheques, bills, drafts, vouchers, etc.
- Maintaining accounts of daily transaction and preparing account statement
- Receiving cash and pay-in slips from customer
- Ensuring the cash in hand is handed over to Cashier General at the end of the day for keeping it in safe custody
- Affixing appropriate rubber stamp on cheque, bills, etc. to indicate payment
- Sending paid cheques, bills, vouchers, slips, etc. to Ledger Clerk for making appropriate entries

## WORK ENVIRONMENT <sup>1, 4</sup>

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

### Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is not available
- Overtime may be required

### Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), Both Leg (BL) and those who have Muscular Weakness (MW)

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>3</sup>

Preferably, B.Com graduate

## KEY COMPETENCIES <sup>1</sup>

- Proficient in counting money and examining currency note or coins to detect counterfeit notes or coins
- Proficient in dealing with customers and solving their queries
- Well-versed with monitoring cash movement and ensuring adequate cash availability
- Proficient in computing and recording all transactions
- Well-versed with operating banking software used for day to day operation
- Knowledge of different bank products/services

## DESIRABLE COMPETENCIES <sup>1</sup>

- Knowledge of operating calculating machine and making ledger entries
- Effective communication skills
- Ability to work in a team

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Colleges offering commerce stream across India

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>

## SAMPLE OF TRAINING AND LEARNING COURSES

- [http://www.aptechbankingfinance.com/aptech-certified-banking-specialist#horizontalTab\\_courses1](http://www.aptechbankingfinance.com/aptech-certified-banking-specialist#horizontalTab_courses1)
- [www.kanpuruniversity.org/SYLLABUS/BCOM\\_COMMERCE.pdf](http://www.kanpuruniversity.org/SYLLABUS/BCOM_COMMERCE.pdf)

## CAREER PROGRESSION PATH <sup>5</sup>

National Head



Zonal Manager



Regional Manager



Branch Manager



Personal Banker



Relationship Manager



Customer Service Executive



Branch Authoriser → Movement to other corporate office job



**Cashier**

*The progression is indicative*

## EXPECTED EARNINGS <sup>2</sup>

- For candidates with 1 year of experience - Rs 12,000 to Rs 15,000 per month
- For candidates with over 2 years experience - Rs 15,000 to Rs 25,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE <sup>3</sup>

Generally, 1 to 2 years of work experience is required

## PROBABLE EMPLOYERS <sup>3</sup>

Banks, NBFCs and other financial service units

## KEYWORDS

Bank Teller

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4211.0200	Cashier
ISCO 2008	4211	Bank Tellers and Related Clerks
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	Not available	Not available
NSQF	Not available	Not available

## REFERENCES

1	National Classification of Occupations Division 4
2	<a href="http://www.payscale.com/research/IN/Job=Cashier/Salary">http://www.payscale.com/research/IN/Job=Cashier/Salary</a>
3	<a href="http://www.naukri.com/job-listings-Cashier-NANAVATI-MOTORS-PVT-LTD-Bharuch-1-to-2-years-290616001886?src=seo_srp&amp;sid=14679035141185&amp;xp=3&amp;qp=cashier&amp;srcPage=s">http://www.naukri.com/job-listings-Cashier-NANAVATI-MOTORS-PVT-LTD-Bharuch-1-to-2-years-290616001886?src=seo_srp&amp;sid=14679035141185&amp;xp=3&amp;qp=cashier&amp;srcPage=s</a>
4	<a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>
5	<a href="http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf">http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf</a>