Cashier

Hiring organization
Kitara Institute of Commerce, Media, Vocational and Social Development Studies

Employment Type
Full-time

Beginning of employment
As soon as possible

Duration of employment
Permanent

Industry
Kitara Institute of Commerce, Media, Vocational & Social Development Studies

Job Location
Kibingo Village, P.O. Box 235, Hoima, South Western, Uganda

Working Hours
Full-Time (Institutional Schedule)

Date posted
March 1, 2026

Valid through
10.03.2026

Description

The **Kitara Institute of Commerce, Media, Vocational and Social Development Studies** invites applications from qualified and trustworthy individuals for the position of **Cashier** at its **Main Campus in Hoima City, Uganda**.

Established in **1999**, Kitara Institute is a recognized training institution committed to providing **practical and market-oriented education** that prepares learners for employment, entrepreneurship, and community development. Located in the **Albertine region within the Great Rift Valley** , the institute serves students from Uganda and neighboring countries.

The institute offers **Diploma and Certificate programs** in several disciplines and is fully **licensed and registered with the Ministry of Education and Sports** . It is also accredited by the **Uganda Business and Technical Examinations Board (UBTEB)** and the **Directorate of Industrial Training (DIT)**.

The **Cashier** will support the finance office by managing student payments, issuing official receipts, maintaining accurate financial records, and assisting in daily financial reporting.

Responsibilities

- Receive and record **tuition fees and other institutional payments** from students and clients.
- Issue **official receipts and payment confirmations** for all transactions.
- Maintain **accurate daily cash records and transaction logs**.
- Prepare **daily, weekly, and monthly cash summaries and financial reports**.
- Safeguard **cash and financial documents** in accordance with institutional policies.
- Support the finance office with **basic bookkeeping and accounting tasks**.
- Assist in **reconciling financial records and preparing reports for management**.
- Maintain **professional and transparent financial procedures**.

Qualifications

- Minimum **Certificate in Accounting, Business Administration, or a related field**.
- Additional training or experience in **finance, bookkeeping, or cashier work** is an added advantage.

Job Benefits

- Strong **numeracy and accuracy in financial transactions**.
- Basic knowledge of **bookkeeping and accounting procedures**.
- **Computer literacy**, especially in Microsoft Office or basic accounting systems.
- Good **organizational and record-keeping skills**.
- **Integrity, honesty, and professionalism** in handling financial matters.

Contacts

- Opportunity to work in a **recognized vocational and academic training institution**.
- Gain experience in **financial administration within the education sector**.
- Opportunity for **professional development in accounting and finance roles**.