



NICO
General

In Partnership with
 **Sanlam**  **Allianz**

VACANCY ANNOUNCEMENT

**ONE
NICO**

CASHIER - MZUZU

NICO General Insurance Company Limited, a leading short term insurance company in Malawi, invites applications from suitably qualified and experienced professionals for the position of Cashier tenable at Mzuzu Office.

1. JOB PURPOSE

The Cashier will be responsible for receiving and accurately recording client payments, issuing receipts, safeguarding and administering petty cash, banking daily collections, preparing reconciliations, and supporting effective cash management and financial controls in accordance with company policies and procedures.

2. KEY RESPONSIBILITIES

- Receive payments from clients and issue receipts for all transactions.
- Reconcile system-recorded receipts to daily cash, cheque, and electronic collections, investigate any differences promptly, and escalate unresolved exceptions in accordance with established procedures.
- Prepare and submit accurate daily collection and reconciliation reports, ensuring that all receipts are fully accounted for and the cash position is balanced before close of business.
- Deposit cash and cheques intact into designated bank accounts within prescribed timelines, retain supporting deposit documentation, and promptly report any banking exceptions.
- Administer petty cash in accordance with approved limits and procedures, maintain complete supporting records, process authorized replenishments, conduct regular cash counts, and ensure that the approved float is adequately maintained.
- Perform weekly and monthly bank reconciliations and ensure alignment with the cashbook and general ledger.
- Allocate receipts to the correct direct-client accounts and policies, follow up on unmatched receipts and unapproved policies, and resolve outstanding items before the applicable reporting deadlines.
- Maintain sound relationships with internal and external customers by providing timely assistance and responding to enquiries.
- Adhere to company policies, procedures, and applicable regulatory requirements.

3. QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Economics, or another relevant equivalent qualification.
- Two to four years' relevant experience in cashiering, accounting, finance, or a comparable financial operations environment.

4. REQUIRED SKILLS AND COMPETENCIES

- Ability to plan daily and weekly work and achieve assigned targets.
- Proficiency in Microsoft Office applications and the ability to accurately use computerized accounting, receipting, and cash-management systems
- Strong attention to detail and ability to identify and correct immediate errors.
- Clear verbal and written communication skills.
- Ability to follow instructions accurately and work within established procedures.
- Basic analytical and problem-solving skills relevant to accounting and cash management.
- High level of integrity, accountability, and customer service orientation.

Applications and curriculum vitae including names and contacts of three traceable referees must be sent to recruitment@nicogeneral.com by **16 October 2026**.

Only short-listed applicants will be acknowledged

Motor | Personal | Business | Agriculture | Marine Insurance

