

## Cashier

Cashiers are responsible for the accurate processing, authorising and recording of all financial transactions for an organisation. They may work as a company cashier in the office of a large organisation such as a bank, legal or accountancy firm, or as a retail cashier, in a shop such as a supermarket or large department store.

### The Work

Your duties will vary depending on the organisation you work for.

You could be:

- using online systems to prepare daily bank transactions
- dealing with multi-currency bank accounts and international transactions
- calculating and recording totals of transactions
- paying company bills
- processing credit card, debit card and cash transactions
- maintaining records, purchase ledgers and VAT returns
- contacting customers about outstanding invoices
- ensuring that the correct payments are taken for invoiced goods
- balancing takings at the end of each shift, including counting cash and investigating shortages.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

The starting salary is often based on the National Minimum Wage (NMW).

As of 1 April 2019 the National Minimum Wage is £4.35 an hour for workers aged 16 to 17, £6.15 an hour for workers aged 18 to 20 and £7.70 an hour for workers aged 21 to 24. The National Living Wage is £8.21 for workers aged 25 and over. Wages rise to between £7.00 and £10.00 an hour for cashiers with experience.

Legal cashiers can earn up to around £25,000 a year.

### Conditions

- Responsibilities or nature of duties may vary depending upon the size or type of business. In a smaller firm, for example, you may control all financial activities, but in a larger organisation your duties may be more specific or specialised.
- If you work full time you will work about 35-39 hours a week.
- If you work in a store you will probably work weekends and evenings.

- Opportunity for part time work is good.
- For some jobs you might have to wear a uniform, which your employer will provide.
- You would normally be based in an office.

## Getting In

- You do not usually need formal qualifications, but a good general education is helpful, especially with Maths and English at National 4 or 5.
- You could do a Modern Apprenticeship in Accounting at Level 2 leading to AAT Foundation Certificate in Accounting at SCQF Level 5 or ACCA Introductory Certificate in Financial and Management Accounting at SCQF Level 5.
- Accounting skills are useful.
- For retail work, it is useful to have customer facing skills and cash handling experience.
- You must be over 18 to work in a betting shop, for legal reasons.

You can find work in legal or accountancy firms, banks or large organisations with cash offices or accounts departments. For a retail cashier look in department stores or supermarkets.

## What Does It Take

You should be:

- able to work under pressure at busy times
- fast and accurate when dealing with figures
- smart in appearance
- able to work well in a team
- honest and dependable.

You should also have:

- excellent communication skills
- good IT skills
- accurate cash handling skills
- good customer care skills.

## Training

- You get on the job introductory training in computing software systems, handling cash, credit and debit cards and operating credit accounts.
- Your employer might arrange part time training for you for Scottish Vocational Qualifications (SVQs), in retail or customer service, for example.
- As a Modern Apprentice, you would train on the job as well as attending college or a training centre on a day or block release basis.
- If working as a legal cashier, you might do some courses with the Society of Law Accountants in Scotland (SOLAS), such as Cashroom Accounting.

## Getting On

- If you are working for a big company, your employer might offer you training for a supervisory or head cashier post. From there you might go on to train as a departmental manager.
- You might also be able to get a post training other cashiers.
- You might have to move to other parts of the country to get promotion.

## Contacts

### **Association of Accounting Technicians (AAT)**

Tel: 020 3735 2468

Email: [aat@aat.org.uk](mailto:aat@aat.org.uk)

Website: [www.aat.org.uk](http://www.aat.org.uk)

Twitter: @YourAAT

Facebook: [www.facebook.com/youraat](http://www.facebook.com/youraat)

### **Association of Chartered Certified Accountants (ACCA)**

Tel: 0141 582 2000

Website: [www.accaglobal.com](http://www.accaglobal.com)

Website (2): [alljobs.accaglobal.com](http://alljobs.accaglobal.com)

Twitter: @ACCANews

Facebook: [www.facebook.com/ACCA.Official](http://www.facebook.com/ACCA.Official)

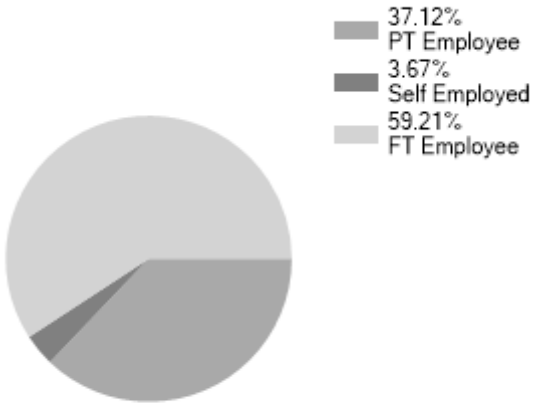
### **Society of Law Accountants in Scotland**

Tel: 01592 260021

Website: [www.solas.co.uk](http://www.solas.co.uk)

Statistics

Employment Status UK %



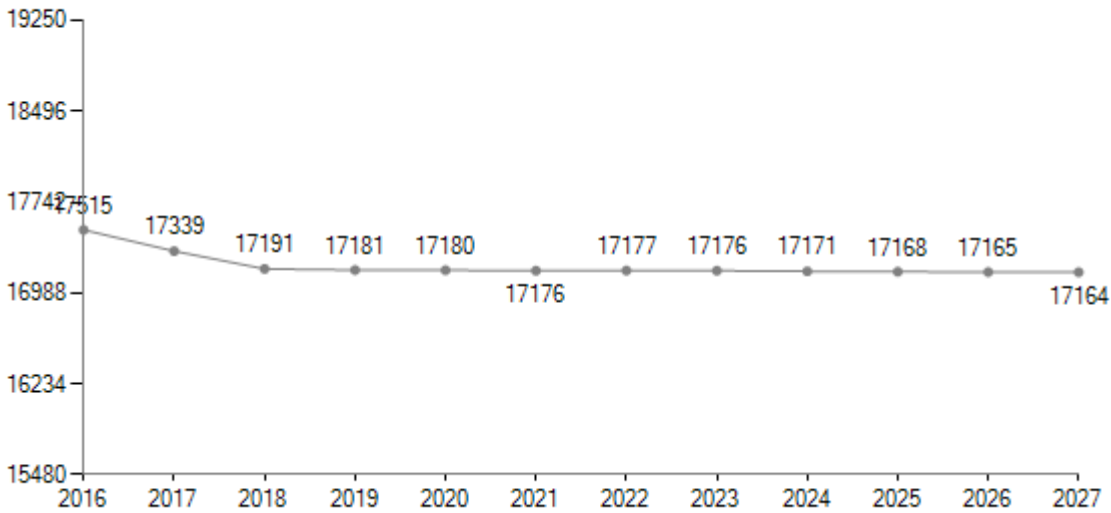
Past Unemployment - Scotland

Date	Unemployed
Dec 2016	0.13%
Jun 2018	0.09%
Sep 2018	0.07%
Dec 2018	0.06%
Mar 2019	0.05%

LMI data powered by [EMSI UK](#)

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [EMSI UK](#)