

VACANCY ADVERTISEMENT

POSITION NUMBER	60066693, 60066694, 60066695
JOB TITLE AND LEVEL	RECONCILIATION OFFICER (C2) X3
REPORTS TO	SUPERVISOR: CASH MANAGEMENT
LOCATION	HEAD OFFICE - PRETORIA
POSITION STATUS	PERMANENT

Purpose of the Job

Responsible for balancing and reconciling cash advances through channels such as CPP (cash pay points, ATM etc.)

Job Responsibilities

Perform various cash management activities to resolve discrepancies on recons, which would include:

- Reconciliation of advances, re-banks and transactions
- Transferring of items on SAP
- Preparing and capturing Journals
- Resolving and following up on cash discrepancies
- Clearing transactions on SAP
- Balancing clearing accounts by resolving open items
- Report system issues
- Check upload of reports and report outstanding reports
- Comparison between systems to verify/identify differences

Qualifications, Knowledge and Experience

Minimum Requirements:

- Diploma (NQF 5) in accountancy or equivalent
- National Diploma (NQF Level 6) in Accountancy or equivalent will be an advantage
- At least 2 years financial or banking experience in a similar role

Knowledge and understanding of:

- Clearing of accounts and reconciliation of trial balance
- SAP experience

Skills and attributes

- Excellent accounting skills, Good verbal and written communication and interpersonal skills, Computer literate (Word and Excel), Attention to detail / accuracy, Deadline-driven, Analytical skills, Persuasive skills, Conflict management, Ability to work under pressure, Problem solving, Time and priority management, Logical thinker, Team player

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentFT@Postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

09 November 2023

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the banks employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with

Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.”

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

