

INTERNAL ADVERTISEMENT

A vacancy exists for a Treasury Reconciliation Clerk in Johannesburg within ATM Solutions.

The Purpose of the position is to provide administrative support by verifying the CIT paperwork against the float, reviewing CRVs, handling returns and reconciling the float to ensure that the correct values have been entered on the system and the money that has been loaded into the ATMs can be accounted for.

The responsibilities of the position include:

- Receiving paperwork from 3rd party providers
- Log onto internal systems and capturing all the details from the paperwork for our banking partners
- Ensuring that the information captured is reviewed by the Load Capturer after it has been confirmed that all movement for the loads and cash returns are in balance with the movement in the float
- Capturing all Journals passed by the bank for bulk cash ordered by Cashing Department
- Confirming the settlement amounts per branch
- Ensuring that the information captured is reviewed by a supervisor
- Viewing the Bulk Cash Orders on the “Bulk Cash Order Analysis” and comparing the Bulk Cash Orders with the bank journal to ensure that the values are the same
- Checking both inputted amounts against, the collected amount from CIT to ensure that all amounts correspond and are correctly entered
- Reconciling all entered values against all paperwork received to identify discrepancies
- Perform adhoc duties as and when required

In order to be considered for the position, the following requirements must be met:

- Matric
- Completed B.Comm qualification will be an advantage
- Must have a minimum of 2 years’ experience in a financial reconciliation environment, preferably in Banking
- Must have excellent knowledge of MS Office, especially Excel

Technical Competencies:

- Knowledge of Accounts
- Numeracy
- Knowledge of financial systems
- Reconciliation skills
- Communication
- Follow-up
- Attention to detail
- Deadline driven

Behavioural Competencies:

- Change Orientation
- Communication
- Passion / Attitude
- Building & Maintaining Relations
- Customer Orientation
- Industry / Business Knowledge
- Planning & Organising
- Problem Solving