



Job Title :	Admin Assistant: Cash and Banking
Incumbent:	
Responsible To:	Accountant: Cash and Banking
Direct reports:	None
Job Grade & date graded	B5 – 17 November 2016

Job Purpose:

1. To assist the Cash and Banking Department with filing and capturing of branch deposits and other duties which are connected to Cash and Banking

Main Responsibilities:

- Daily capturing of customer deposits on bank statements to the respective debtor accounts
- Daily capturing of bank charges, bank interest as per bank statements
- Daily capturing of branch banking's and processing thereof
- Assist Telesales Clerks with deposit confirmations when required
- Resolve unallocated deposits
- Filing of all banking related documents
- Protect organization by keeping information confidential

Minimum Requirements:

- Grade 11/12 certificate with Mathematics c symbol and Accounting
- At least 1-year financial accounting experience
- Sound knowledge of MS Excel & Outlook
- Proven interpersonal and written communication skills in English & Afrikaans

Any other work-related duties

- Assist at times at the Reception during lunch
- Assist Finance Team when required
- Assist with stock-take procedures if time allows

How to Apply:

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Closing date: 30 July 2025 @ 7:00PM