



<b>Job Title :</b>	Admin Assistant: Cash and Banking
<b>Incumbent:</b>	
<b>Responsible To:</b>	Accountant: Cash and Banking
<b>Direct reports:</b>	None
<b>Job Grade &amp; date graded</b>	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](http://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**