

**POSITION NUMBER :** 60062905, 60062907, 60062909, 60062911, 60062900, 60062898  
**JOB TITLE :** RECONCILIATION OFFICER X6  
**JOB GRADING :** C2  
**REPORTS TO :** MANAGER: BOOKKEEPING  
**BUSINESS UNIT :** FINANCE  
**LOCATION :** BLOEMFONTEIN  
**POSITION STATUS :** PERMANENT

#### Purpose of the Job

Perform reconciliation duties in an effort to balance Postbank clients' accounts and ensure accurate and complete financial reporting.

#### Job Responsibilities

- Preparation of GEFU and journals to balance clients accounts and GL accounts, confirm upload thereof and report outstanding files
- Comparison between systems to verify/identify differences as well as reporting any system issues
- Prepare monthly reconciliations and analysis of the general ledger to identify any discrepancies
- Logging/resolving queries (ATM/EFT/POS) on Dispute Management System
- Addressing customer and branch queries, handling telephone and email enquiries.
- Balancing clearing accounts by resolving open items including the transfer of items on SAP

#### Role Requirements:

##### Qualifications:

- National Diploma (NQF 6) in Accountancy or Financial Management

##### Experience:

- One/1 year SAP or other financial accounting system knowledge
- One/1 years Financial/banking experience including the clearing of items and reconciliations

##### Knowledge and understanding of:

- Accounting, and Bookkeeping.
- Sufficient understanding of financial legislation, standards, policies and acts.

#### Skills and Attributes

- Excellent Accounting Skills; Analytical Skills; Persuasive Skills; Good verbal and written communication skills; Interpersonal Skills; Attention to detail/Accuracy; Computer Literate (Word and Excel), Information Management. Analytical. Proactive, Honesty, Trustworthy, Integrity, Team oriented, Collaborative

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentZM@Postbank.co.za](mailto:RecruitmentZM@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](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**03 April 2025**

#### 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 bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

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.

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