

# VACANCY ADVERTISEMENT

<b>POSITION NUMBER</b>	<b>60066687</b>
<b>JOB TITLE AND LEVEL</b>	<b>CASH MANAGEMENT SUPERVISOR (C4)</b>
<b>REPORTS TO</b>	<b>MANAGER: CASH MANAGEMENT</b>
<b>LOCATION</b>	<b>HEAD OFFICE - PRETORIA</b>
<b>POSITION STATUS</b>	<b>PERMANENT</b>

## Purpose of the Job

The supervisor will assist the manager in ensuring that there's sufficient cash in the supply cash value chain and reconciliation.

## Job Responsibilities

- Prepare forecasted balances, examining and correcting any shortages or overages
  - Responsible, accountable to balance and reconcile cash advances through channels such as CPP (cash pay points, ATM etc.).
  - Perform ongoing reconciliations, including monthly reconciliations
  - Be abreast with the applicable legislations, but not limited to: LRA, BCEA, OHSA, FICA, Money Laundering, KYC
  - Establish and maintain relationships with business leaders to guide and influence decision-making within a limited scope
  - Represent finance on cross functional teams
  - Collaborate internally with relevant stakeholder for support purposes (Manager ATM ,Manager Branch Network, Channel Head and Risk)
  - Liaise with the relevant CIT service providers in the industry, ensure adherence to applicable SLA's.
  - Ensure effective cash management
  - Promote staff development through coaching, mentoring, and facilitating professional growth opportunities.
  - Contributes to the development of processes and procedures
  - Ensures all actions are in compliance to state financial laws
- Perform other duties and responsibilities as required by SM finance and Manager: Cash Management

## Qualifications, Knowledge and Experience

### Minimum Requirements:

- National Diploma (NQF Level 6) or above in accounting or finance-related field.
- At least 3 years professional experience in a similar role of which 1 to 2 years in a supervisory role

### Knowledge and understanding of:

- SAP knowledge
- Thorough knowledge and understanding of cash management functions with a strong background in Treasury

## Skills and attributes

- Excellent accounting skills, Excellent verbal and written communication skills, Proficient in accounting software and Microsoft Office Suite or related software, Excellent Excel and Word skills, Analytical and attention to detail / accuracy, Supervisory skills, Assertiveness, Motivational skills, Conflict management/ Diplomacy, Planning and monitoring skills, Organising skills, Influential, Motivated, Innovative, Accuracy, Assertive, Confident, Objective, Work under pressure, Work long hours, Self-starter, Decision making, Target oriented, Participative

## How to Apply

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

