



JOB TITLE	Senior Accounts Clerk, Cashbook and Treasury	GRADE	9
POSITION CODE	50001117	OFO CODE	
DIVISION	Finance	INCUMBENT	
SUPERVISOR/MANAGER	Assistant Manager: Cashbook & Treasury	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME, HOW MANY HOURS PER DAY)	Full-Time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council Funded	DATE APPROVED	12 May 2021 (SR) Updated 11 June 2026 – Ref: P&C029/26

MAIN JOB OBJECTIVE/S

To provide effective & efficient accounting / administration and control measures in accordance with the University's policies and procedures. The accounting / administration and control measures relates to the identification, correct allocation, processing and reconciling of Bank / Cash Book transactions, cell phone and Foreign Exchange administration. Further to ensure that a high standard of communication and service is maintained at all times.

DESCRIPTION OF KEY RESPONSIBILITY AREAS

FINANCIAL AND ADMINISTRATION – 85 %

KEY PERFORMANCE INDICATORS

Bank / Cashbook

- Download, prepare, and upload electronic bank statements to Fincore and analyse/identify transactions.
- Prepare and upload system transactions (External Transactions, Accounts Receivable Student, Accounts Receivable Debtor, Accounts Receivable Loans and reconcile items in the cashbook once processed.
- Apply daily controls by ensuring that the cashbook enquiry agrees with the closing bank statement value, the cashbook subsidiary agrees with the cashbook control account and the Suspense subsidiary agrees with the Suspense control account.

- Action requests and prepare and upload related External Transactions or AR batches for the allocation of identified deposits from the Unallocated deposits on the bank statement and reconcile item once processed.
 - Investigate and clear any unreconciled system transactions before Month End.
- Prepare monthly Bank Reconciliations for all accounts
- Other general administrative duties including journals etc.
 - Prepare Daily/Weekly Stats Reports on Income Received.
 - Download, import and reconcile Adumo payments.
 - Online Banking - Cash Ordering and reconciliation to cash request journal.

Forex

- Global Online Receipting – Identification and confirmation of foreign inward funds and applying Reserve Bank codes.
- Global Online Payments – Checking all details and documents on Foreign Payment applications to ensure that they comply with Reserve Bank regulations. Loading of all such payments on the Bank Foreign Online Payments system.
- Updating the Forex Payment Register on a daily basis.

Divisions and Departments

- Checking of departmental Petty Cash reimbursement requests.
- Prepare and upload both General Ledger and Project expense recovery journals in terms of Petty Cash reimbursements
- Reconcile the Petty Cash control account in terms of cash ordered and recoveries processed.
- Preparation & processing of the monthly debit order run, e.g. Telethon.

Cell Phones

- Administration related to new contracts and the renewal of existing contracts.
- Monthly preparation and upload of both General Ledger and Project internal charge outs to respective Divisions & Departments
- Monthly reconciliation of the cell phone control account.

	<ul style="list-style-type: none"> • User requests, e.g., international roaming, data services, SIM swops, etc. • Legislative requirements, e.g. RICA <p>General</p> <ul style="list-style-type: none"> • Other general administrative & accounting duties. • Responding to queries and complaints related to all the above. • Provide "clients" with an effective, efficient, and timeous service.
ACCOUNTING ADMINISTRATION – 10%	<ul style="list-style-type: none"> • Preparation of Bank Reconciliation Statements for all bank accounts for which this post is responsible. • Preparation of Financial Statements when applicable.
LIAISON AND SERVICE DELIVERY – 5%	<p>Ensure effective and efficient standards of service: -</p> <ul style="list-style-type: none"> • Within the Finance Division. • Outside of the Division with other areas such as Support Divisions, Academic Departments, and Institutes. • Outside of the University with stakeholders such as Banks, Donors, Businesses, and Organisations. • Communication with internal and external auditors. • In all his/her work, the incumbent is charged with the responsibility of protecting the University's physical and financial assets. <p>Provide support to new Secretaries and Admin Assistants in Departments and Divisions. The support concerns administrative procedures relevant to the daily interactions and service requests of these parties.</p>

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Grade 12, preferably with accounting, plus approximately 4 years' relevant experience where such experience includes: -

- Previous experience in a pressurized accounting / administrative environment processing large volumes of daily financial transactions within strict deadlines
- Experience processing high volumes of bank and cashbook electronic transactions and payment platforms, including exposure to daily transaction volumes in excess of 500–1,000 transactions per month (ensuring the accurate processing, allocation, and reconciliation of large transaction volumes).
- Experience reconciling high volumes of bank and cashbook transactions across multiple bank accounts (Includes bank statement uploads, transaction allocations, suspense clearing, and monthly reconciliations).

- Strong computer literacy with intermediate Microsoft Excel skills
- Proficiency in financial systems/ERP systems would be an advantage
- Previous exposure to online banking & exposure to electronic banking controls, payment processing, and banking administration will be an advantage
- A relevant tertiary qualification in Accounting, Finance, or Commerce would be advantageous.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS, AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

TECHNICAL SKILLS

- A thorough understanding of accounting principles, procedures, and systems
- High level of efficiency and accuracy with the ability to be meticulous and focused
- Analytical skills in order to problem solve with an eye for picking up errors with documentation
- Sound understanding of financial controls

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with MS Word, MS Excel, Internet and Email.
- Excellent organizational skills, including the ability to plan day-to-day work, prioritise, and meet deadlines.
- Attention to detail is necessary.
- Ability to read and interpret documents to draft and layout correspondence and documentation.
- Sound analytical ability, including the ability to problem solve.
- Sound numeric ability.
- Be able to work meticulously, accurately under high pressure.
- Sound understanding of financial reconciliations and controls.

PEOPLE AND COMMUNICATION SKILLS

- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage.

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement.
- Able to work independently as well as a member of a team.
- Actively seeks feedback.
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution.
- Professional and able to produce work of a high quality.
- Shows initiative.

SUBORDINATES

None

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

One year

(ii) Typically, how long are the microphases/time periods that the macro planning is divided into?

1 to 2 weeks

ADDITIONAL INFORMATION

None

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RemChannel Code

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Note: Any changes to the job profile (other than the incumbent's name, position code, and OFO code) must be approved by the Director: P&C or the Senior Manager: Specialist HR Services.