

Cash Book Clerk Job Specification:

- The primary focus of this position is full responsibility for the cashbook function, including: Bank reconciliations, following up and clearing of reconciling items and other ad hoc payments;
- Process the cash book timeously and accurately;
- Review the cashbook to ensure that there are no errors or duplicated transactions;
- Perform daily/monthly bank reconciliations to ensure all cash transactions have been appropriately accounted for;
- Capturing of daily cash takings;
- Processing of petty cash vouchers;
- Loading and processing of interbranch transfers
- Loading and processing of SARS and once-off payments in the bank;
- Loading and processing of sundry payments;
- Any additional ad hoc tasks which may be required from time to time.