

JOB TITLE : **ACCOUNT ADMINISTRATOR**
REPORTS TO : **MANAGER OPERATIONS**
BUSINESS UNIT : **OPERATIONS COO**
LOCATION : **CORPORATE: RIVONIA**
POSITION STATUS : **PERMANENT**
POSITION GRADE : **C2**

Purpose of the Job

Perform various Account Administration functions according to Postbank business rules, procedures and policies.

Job Responsibilities

1. Account Administration Functions/Responsibilities

- Perform all functions according to Postbank rules, procedures and Policies
- Receive incoming general correspondence/calls from internal and external stakeholders and assist or elevate as necessary
- Dealing with estates accounts in accordance with procedures and policies
- Check that all necessary documentation is available for processing of estates accounts, cheque clearances and related issues.
- Dealing with savings and investment related accounts in accordance with procedures and policies
- Check that all necessary documentation for processing investments, payments, compliance and related activities are correct
- Deal with all functions related to Unclaimed Accounts, Proxies and Court Orders
- Diagnosing and correcting of wrongly captured transactions
- Closing and transferring of workmen compensation funds as per customer request
- Receiving/dispatching/auditing of savings books
- Record and report accurately on daily performance/productivity (statistical)
- Recording of Postbank non-conformances

2. Management Support

Qualifications and Experience

- Grade 12 (NQF Level 4) with Mathematics and/or HG Accountancy
- Diploma (NQF Level 6) in Accountancy would be an advantage
- Police Clearance Certificate is mandatory and must be attached to your application
- 2-3 years financial/banking experience
- Experience in banking systems such as FCUBS and Postilion

Knowledge and understanding of:

- Knowledge of sections in Postbank
- Operational knowledge of financial administration
- Knowledge of SAP, Postilion, FCUBS, IGPS, Excel and MS Outlook
- Operational knowledge of section

Skills and Attributes

- Excellent accounting/numerical skills
- Good verbal and written communication skills
- Basic planning and organising skills

- Computer literate (Word and Excel)
- Attention to detail / accuracy
- Deadline-driven
- Analytical skills
- Persuasive skills
- Interpersonal skills
- Honesty and Integrity
- Conflict management
- Ability to work under pressure
- Problem solving
- Time and priority management
- Logical thinker
- Team player
- Customer Oriented

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@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 and click on Careers.

Closing Date

09 July 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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