

JOB TITLE : SENIOR BANKING OFFICER
REPORTS TO : MANAGER OPERATIONS
BUSINESS UNIT : OPERATIONS: COO
LOCATION : CORPORATE: RIVONIA
POSITION STATUS : PERMANENT
POSITION GRADE : C2

Purpose of the Job

Ensure that sufficient card and book stock are on hand, orders dispatch timeously, and all safety regulation is adhered to.

Job Responsibilities

Daily Orders

- Performing of mini audits on Postbank orders
- Ensure that staff follow up on all open orders regarding VISA cards and Smart Save books (SAP Report ZMMR0330)

Stock Take

- Perform monthly manual stock take regarding the VISA cards and Smart Save books in Postbank
- Ensure sufficient stock levels in Postbank regarding VISA cards and Smart Save books

Standing instructions

- Authorise standing instructions, and credit orders according to the delegation of authority
- Ensure the correctness and/or follow up of rejections regarding standing instructions, credit orders and daily limits
- Confirmation of credit orders/standing instructions and daily limits via SMS

Operational/Customer relations

- Constantly review the look and feel of the SMART Save book and VISA cards
- Creation of requisitions on the SAP system regarding Postbank VISA cards and Smart Save books during the ordering process
- Perform stock receipt on the SAP system after VISA Cards and Smart Save books are received in Postbank
- Preparation of invoices for payment by the creditor section of the SA Post office
- Follow up on all internal and external audit queries
- Continuous review of policies and procedures regarding the Card Management section
- Review of operational efficiencies regarding the Card Management section
- Ensure that the personal development plans of staff are adhere to
- Reporting of any irregularities
- Ensure that key registers are updated
- Brief staff regularly on security regarding their environment
- Assigning tasks to subordinates
- Communication with clients internal and external
- Ensure that all safety regulations are adhere to in the section
- Mini audits on all safety aspects
- Compiling sectional report

Qualifications and Experience

- Matric/Grade 12 or equivalent NQF qualification.
- Police Clearance Certificate is mandatory and must be attached to your application
- Two years' relevant financial services experience in a financial environment
- Experience in handling VISA cards and Smart Save books

Knowledge and understanding of:

- Knowledge of SAP, Postilion, Postlink and Flexcube
- Operational knowledge of financial administration
- Knowledge of operational instructions
- 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

- Knowledge of SAP, Postilion, Postlink and Flexcube
- Operational knowledge of financial administration
- Knowledge of Postbank operational instructions
- Computer literacy
- Numerical ability, must be able to work accurately
- Analytical and problem-solving skills
- Good written and fluent verbal communication skills
- Customer Orientated
- Attention to detail / accuracy
- Honesty and Integrity
- Time and priority management
- Logical thinker
- Team player

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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