

**VACANCY:** Cashbook Clerk  
**REPORTS TO:** Finance manager  
**COMPANY / AREA:** Gauteng

#### Introduction:

Reporting to the Finance manager, the Cash Book Clerk is **responsible for data verification, reconciliation, and bank statement processing and ad-hoc functions**. Ensuring the accurate and timely administration/completion of the accounting process in line with company policies and procedures

#### Job Specifications:

##### Cash book processes

- Reconcile bank receipts on a daily basis
- Reconcile bank payments on a daily basis
- Address cashbook queries and notify the manager of any unresolved queries requiring further attention
- Allocate bank entries for responsible bank accounts timeously and accurately
- Preparation of and review of credit card reconciliation
- Attention to detail
- Liaise with debtors and creditors team to reconcile differences
- Prepare weekly recon for review

##### Bank reconciliations

- Reconcile all bank accounts for the company
- Collate and compile bank recon file for all bank accounts
- Follow up on reconciling differences

##### Other:

- Assist with ad hoc duties
- Meet deadlines
- Effective time management

##### Job Requirements

- Matric with Accounting (A aggregate in Accounting)
- 1-2 years bookkeeping experience
- Computer literacy
- Basic/Intermediate excel skills
- Collation of documents

#### Key Competencies

- Attention to detail
- Effective time management
- Team player

The position will report directly to the Finance Manager: Should you believe that you meet the above criteria and would be interested in applying for the position, please submit your application in writing (email is permissible), with a short motivation in support of your application to The HR Team ([recruit@rca.co.za](mailto:recruit@rca.co.za)), by no later than 13:00 Tuesday 03<sup>rd</sup> of December 2024

**Should you not be contacted within two weeks of your application being submitted, please consider your application unsuccessful.**