

JOB SPEC: FINOPS ADMINISTRATOR BANKING

Job Title

Location

Western Cape

Job summary

A permanent position is available in the Finance Operations Team. The team is responsible for the financial controls of a LISP, Life Company, CIS Manco and retirement funds.

Reporting

FinOps Team Leader

Key responsibilities & deliverables

- Authorised releaser of local and international payments
- Review bank reconciliations and assist in resolving reconciling items
- Review manco unit reconciliations and assist in resolving differences identified
- Escalate potential issues to FinOps Team Leader
- Responsible to complete AML reviews received from fund managers/manco
- Tax reporting – review PAYE reconciliations as well as ensuring successful submission of tax files to SARS
- Deal with and resolve daily operational queries which may occur.
- Dealing with and building good relationships with external suppliers.
- Contribute to the audit process and resolve any audit queries within deadlines.
- Continuously develop own expertise in terms of professional, industry and legislation knowledge.

Qualifications & skills required

- B.Com Honours or similar qualification from a leading tertiary institution.
- At least 5 years relevant experience in the financial services, preferably within financial operations for a LISP or a management company,
- High degree of problem solving
- Good understanding of systems, processes, data and products
- Ability to learn quickly.
- Ability to work independently, as well as be a team player.
- Sound communication and negotiation skills and must be honest and ethical in everything they do.
- Ability to multi-task and to deal with complexities, use initiative to solve problems.
- A strong logical thinking and analytical ability with excellent numerical skills and the ability to be accurate and pay attention to detail.
- Routine driven.

Computer competency requirements

Proficiency in the latest Microsoft packages (Advanced Excel)

Ability to work with SQL ie query data an advantage

Remuneration

Market related cost-to-company.