**Banking Supervisor**

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| **MOTIVATION** |
| The supervisor forms an integral part of the banking team and is the back up to the banking manager when needed. With Truworths ever expanding and recreating, it is imperative we keep the leadership within banking strong to ensure we account for all monetary transactions and keep operations running as smooth as possible. |
| **JOB DESCRIPTION** |
| **We are looking for…**  A candidate that:   1. Is a good communicator 2. Has good inter-personal skills 3. Is excellent at planning daily, weekly and monthly tasks 4. Is very organized 5. Has multi-currency experience 6. Management skills 7. Is deadline driven 8. Has attention to detail 9. Has had exposure to a Financial system such as Oracle   **KEY RESPONSIBILITIES**   |  | | --- | | * Reporting to the Banking Manager, the primary responsibility will be overseeing the local and foreign banking operations, finance system support, complete banking month-end and managing a small staff compliment. * Ensure bank statements are imported and the system is kept up to date on the latest statements. * Incorporate new business developments into the daily reconciliation process (new stores, new bank accounts, new acquisitions) * Monitor system integration. * Manage changes to bank accounts and online profiles. * Manage all online banking platforms local and international which includes resolving any issues directly with the banks. * Oversee the treasury function which involves reviewing the daily cash flow forecast; ensure accurate reporting and effective cash investment. * Assist the Banking Manager in Investment Committee meeting by taking minutes accurately. | |  | |  | |
| **QUALIFICATION(S) AND EXPERIENCE** |
| QUALIFICATIONS   * B.Comm or equivalent plus solid work experience   EXPERIENCE / KNOWLEDGE   * +- 5 years’ experience in a finance environment * Retail experience advantageous * Experience in general finance processes including, inter alia, bank reconciliations, foreign currency translation and conversion, bank card queries, resolving bank discrepancies etc. * Experience within a supervisory or team leader role essential * Oracle R12 experience would be advantageous |
| **Technical and Behavioral Competencies** |
| TECHNICAL  Essential Competencies   * Reconciliation of bank accounts across multiple organisations * Very strong computer skills: Microsoft Office suite (Outlook, Excel, Word), Oracle Financials, Business Online, new Business Online (Africa) and an appropriate bank reconciliation system. * Ability to interact confidently with superiors and customers. * Ability to liaise with Local and Foreign Banking institutions and regulators * Ability to handle and resolve client queries accurately and timeously. * Ability to co-ordinate and complete banking month-end functions. * Ability to work as part of team. * Prioritize work appropriately. * Ability to meet to tight deadlines/work under pressure.   **BEHAVIOURAL (eg)**   * Self-starter self-motivated and self-managed. * Good communicator. * Organized and focused. * Team Orientated * Attention to detail * Good energy and attitude |