



## **VACANCY**

### **ADVANCES TECHNICAL SUPPORT ASSISTANT - NATIONAL 12 MONTH FIXED TERM CONTRACT**

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

#### **CORE PURPOSE OF THE JOB**

To provide administrative support to the Sales representatives (advances) in respect of finance deals approved, to ensure that the pre and post administration aspects of the respective deals are completed in an efficient and effective manner with strict adherence to the Bank's policies and procedures.

#### **MAIN FUNCTIONS OF THE JOB**

##### **Sales Administration**

- Creation of non-FICA compliant customers and sureties on the bank's system
- Updating of existing CIF information on the system which includes customer demographic information and financial information for individuals and companies.
- Creation of the necessary General Accounts for each customer,
- Creation of vendors and Vendor Payable accounts.
- Liaising with Sales representatives regarding queries on a specific customer creation.

- Creating collateral on FMS for all finance transactions.
- Creation of all finance facilities on core banking system for new, increase, decrease and modification for all Finance products.
- Scanning all necessary information on the Bank's document management system
- Creation of drawdown on core banking system for finance deals in order for documents to be extracted by Credit Administration Hub.
- Conducting Watch list checking for onward submission
- Prepares Manual approval documents when required

#### **Pay-out**

- Finalising drawdown on core banking system and submission to Centralised Credit Hub for approval of finance deals.

#### **Post Pay-out**

- Scans all FICA and deal files onto Docuware as per bank policy

#### **Customer Maintenance**

- Captures and updates Home Loan and Mortgage Disclosure Act (HMLDA) information for all residential properties
- Updates figures as per Annual Financial Statements on the core banking system for entities once received from Sales

#### **Other**

- Fee invoice preparation
- Dealer / Supplier to be contacted to verify banking details
- Finalisation of Non-Finalised Deal payments

#### **QUALIFICATIONS**

- Matric
- BCOM Degree or Relevant Diploma will be an advantage
- Advanced Computer skills

#### **PREFERRED EXPERIENCE**

- 2 years Administration experience
- At least 1 years' experience within a Financial Services institution will be an advantage

#### **KNOWLEDGE**

- IMAL
- Docuware
- MS Office

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to [suhinau@albaraka.co.za](mailto:suhinau@albaraka.co.za)