

VACANCY

CENTRAL SUPPORT OFFICER HEAD OFFICE

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

CORE PURPOSE OF THE JOB

The core purpose of the job is to fulfil all functions related to central support including central payments, bank statement allocations, attorney relationships, policies and procedures, system and UAT support, automation and other efficiencies as required.

MAIN FUNCTIONS OF THE JOB

Allocations

- Ensures that all bank statement allocations are done correctly and timeously.
- Ensures that all other allocations, including dynamic file allocation to advances deals are done correctly and timeously as directed by the Central Support manager.
- Manages the robotic process for allocations implemented by the bank.

Attorney Relationships

- Ensuring the relationship with the Banks attorneys are managed appropriately.
- Ensuring all Attorney trust saver requirements are met (including establishment of accounts, payouts, etc).

Deposit and Non- funding support

- Assists Branches, SME and Corporate divisions with any deposit and non - funding income support and queries.
- Implements and monitors key controls for operational risks.
- Responsible for working with and resolving bank operational issues raised by ICOs, Internal and External Audit.

Wealth Support

- Responsible for the follow key areas related to allocations as directed by the Central Support Manager:
- Ensuring administration support is provided to wealth consultants to effectively and efficiently open up new unit trust accounts.
- Assisting with reporting requirements relating to wealth division.
- Assisting with the development of key performance indicators for wealth as identified by GM: Retail and Wealth and GM: Operations.

Virtual Forex

- Ensuring the relationship with the Banks forex clients are managed appropriately.
- Ensuring all requirements for forex are met (including accurate onboarding of clients, Fica compliance, Exchange Control rulings, payouts, etc).

Policies and procedures

- Creation of a central point of contact for all policies and procedures for the Bank.
- Assignment of resources to draft, co-ordinate and facilitate updates or new policies as and when required.
- Actively managing feedback and process of changes to Policies and procedures.
- Ensuring all new policies drafted is rolled out effectively within the bank via the Banking's training divisions or relevant department as appropriate.

Centralisation of Payments

- Managing of all emails & queries received in the central payments email.
- Scheduling of daily payments received from all branches and customer services.
- Facilitate requests for early withdrawals.
- Assisting with reporting requirements relating to central payments.
- Processing of daily payments on Imal, Enterprise, Swift and Corporate Plus. Processing Efts and internal transfers.
- Assists central operations with any key support requirements as the need arises as directed by the Central Support Manager.

QUALIFICATIONS

- Matric
- B.Com or equivalent
- 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
- Corporate Plus
- 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 kameshini@albaraka.co.za