VACANCY

MUSHARAKA ADMINISTRATION ASSISTANT

3 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 support to the Advances Technical Support department for the onward submission of deal invoices and Annexure A (sale of units) document for year one for all Musharaka transactions to the bank's customers via the banks electronic signing platform known as Signiflow.

MAIN FUNCTIONS OF THE JOB

Musharaka Deal Invoice and Annexure A (Sale of Units)

- Extract the deal invoice from the bank's core system.
- Extract the Annexure A (sale of units) from the bank's core system.
- Ensure correctness of the documents before onward submission to the client.
- Uploading the deal invoice and Annexure A onto Signiflow and forwarding the documents to the client.
- Ensure the Annexure A is signed off by the bank before onward submission to the client.
- Ensure the deal invoice and Annexure A is forwarded to the client within 3 days of payout.
- Ensure productivity levels are always maintained.

Monitoring the Annexure 'A' document

- Monitor receipt of signed Annexure 'A' document (Sale on units).
- Updating the existing Musharaka register for completeness.
- Ensure reminder emails are sent to the client to ensure they sign the outstanding Annexure A document thereby ensuring 'tacit' approval is obtained if there is no feedback received from the customer.

QUALIFICATIONS

- BCom Finance Qualification

<u>**PREFERRED EXPERIENCE**</u>

- Shariah banking experience
- A minimum of 1 years of experience in the Finance environment.

<u>**KNOWLEDGE**</u>

- Knowledge:
- Bank structures
- Bank policies and processes
- Bank product offerings
- Bank systems
- Microsoft office 365

Note: Open to applications from KZN, Gauteng and Western Cape.

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 stephanie@albaraka.co.za