Job Profile
Cashbook Clerk

Job Details

Job Title	Cashbook Clerk
Historic Job Title	n/a
Date Reviewed	2025-06-30
Location	Centurion

Position in Organisation

Structural Unit	Finance (Shared Services)
Position Being Evaluated	Cashbook Clerk
Direct Line Manager	Financial Manager (Shared Services)
2nd Line Manager	Financial Director
Direct Subordinates	None

Position Description

Overall Purpose of the Job
The Cashbook Clerk ensures accurate financial records through daily cashbook management and reconciliation. Responsibilities include processing EFTs and receipts, managing unallocated receipts, and conducting bank reconciliations. The role supports month-end activities and assists with financial reporting. Effective communication with stakeholders is essential for accurate payment allocations and financial transactions.

Qualifications *(Formal Qualification Required)*
Minimum
• Grade 12 (NQF level 4)
Ideal
• Certificate or Diploma in Finance or Accounting (NQF level 6)

Legal *(e.g. Driver's License, etc.)*
Minimum
• Driver's Licence - Code B
Ideal
• None

Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
• Experience in a similar position as a dedicated Cashbook Clerk dealing with receipts	5 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Cashbook Management & Reconciliations	• Maintain and reconcile multiple *Cashbooks* to the Bank Statements daily • Ensure accurate and timely processing of daily *EFTs* and *Receipts*, including *Debit Orders* • Follow up with clients regarding *Payment Allocation* and request *Remittance Advice's* • Reconcile *Bank Balances* per *Trial Balance* to the *Bank Statement Balances* • Manage *Unallocated Receipts* promptly to ensure accurate Financial Records	30%
Payment processing & Allocation	• Upload daily *Payment Files* to online banking for timely release by approvers • Ensure accurate *Intercompany* and *Loan Allocations* • Conduct *Bank Reconciliations* for all *Cashbooks* to maintain Financial Accuracy	30%
Financial Reporting & Support	• Assist the Financial Manager (Shared Services) with month-end activities to ensure accurate *Financial Reporting* • Provide support to the Financial Manager (Shared Services) with *ad hoc* Financial Tasks as required • Maintain accurate *Filing* and *General Administration* to support Financial Operations	25%
Stakeholder Communication & Coordination	• Communicate effectively with internal stakeholders to follow up on *Payment Allocations* • Provide excellent verbal and written communication to ensure clarity and accuracy in Financial Transactions	15%

Competencies *(Skills and Behaviour Attributes)*

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Bank Reconciliations
- *MS Office* – Advanced *Excel* skills for Financial Analysis and Reporting
- Processing
- Payment allocation follow-ups with internal stakeholders
- Excellent verbal and written communication skills
- Multi-tasking on numerous projects
- Strong Processing Skills for efficient Financial Operations

Behavioural Attributes
• Accurate
• Dependable
• Flexible
• Attention to detail
• Manage cashflow documents and tasks effectively
• Work accurately in a pressurised, time-sensitive, and deadline-driven environment

Knowledge
• Knowledge of internal *Finance Policies and Procedures*
• Ability to manage *Cashflow Documents/Tasks*
• Significant experience in *Cash and Banking*, including the use of *Bank Manager Software*
• Detailed *Financial Analysis* and *Reporting*
• Competence in *Payment Allocation Follow-ups* with internal Stakeholders
• Knowledge of the *ERP* or equivalent systems
• Knowledge of *Payments* and *Reconciliations*
• Understanding of *Purchase Requests (PR's)* and *Purchase Orders (PO's)*
• Knowledge of different *Vendors* and *Terms*

Special Requirements
• The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
• Duties will be based on your specific skills and capability level and in accordance with operational requirements.
• Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants	
Participant Name	Participant Designation
Ashika Naidoo	Financial Manager (Shared Services)

Completed By	
Name	Title
Christine van Rensburg	21st Century Executive Consultant