



POSITION : RECONCILIATION OFFICER *2
REPORTS TO : HEAD OF OPERATIONS

JOB PURPOSE

To reconcile Internal accounts and ensure there are no pending items exceeding accepted days.

- Reconciliation and proofs of NOSTRO & all INTERNAL ACCOUNTS are updated on a daily basis
- Identify and avert any potential risk related to NOSTRO, Remittance & INTERNAL Accounts
- Enforce compliance with policies, processes, procedures and controls in the processing units as per OPM requirements.
- RCSA/DCFC/Exceptions handling for Branches, O&T units
- Ensure and promote control culture in the affiliate

KEY RESPONSIBILITIES

- Reconcile Internal accounts (Suspense, Nostros, ATM & Remittance Accounts) as assigned to you
- Ensuring all proofable and Reconcilable assigned accounts are accurately proofed and reconciled
- Ensure any pending items above 3 days are investigated and escalated for immediate resolution
- Ensure all stakeholders concerned liquidated any pending items brought to their attention
- Submit daily status of pending items to the relevant stakeholders
- Prepare & submit accurate proofs and regulatory reports in a timely manner
- Liaise with e-Process to ensure CLIREC accounts are updated on a daily basis.
- Standardizing Transaction Narrations and enforcing its compliance,
- Ensure the setup of all reconcilable and proofable accounts automated on Clirec Reconciliation Software.
- Ensure keywords for are adequate and auto match properly working,
- Fraud Monitoring: Facilitate trainings in Fraud and Controls across the Affiliate
- Oversee effective implementation and embedment of the RCSA/DCFC program across the O&T; Manage exceptions/Control log (issues raised) for the entire O&T department
- Ensure customer excellence in Call-Over process
- Effective branch operations control/monitoring
- Ability to handle all other different tasks in the unit, and act as back-up of co-workers (all Reconciliation & RPC related activities),
- Ensure no pending items are on the accounts beyond accepted days and follow up on concerned people to liquidate their pending items.
- Handle the clients/customers' (internal & external) complaints
- Any other duties as instructed/assigned to you by Management

A SUITABLY QUALIFIED CANDIDATE SHOULD HAVE:

- A minimum of Bachelor's Degree in accounting /Finance, Economics or related fields
- Experience in using Cards schemes and working knowledge of Flexcube and other interfaces used in the Bank.
- Strong Knowledge of card operations.

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- High level of accuracy in matching entries and attention to details.
- Strong communication and computer skills,
- Have a good practical experience of using Excel and able to use functions such as sorting, filters, subtotals and look up tables
- Excellent client presentation skills
- Ability to work towards tight deadlines
- High integrity and self-control/discipline
- Hard working, ability to follow up, and initiative
- Customer focus, social behavior, cooperative,
- Quality orientation and initiative, strong organization skills, team working and time management skills (Punctuality).

HOW TO APPLY:

Interested candidates for the above positions should submit their application and updated CV to: hrrecruitment@ecobank.com no later than 21st August 2021. **Only shortlisted candidates will be contacted**

