VACANCY

Postbank Your Bank

JOB TITLE : ACCOUNTANT
REPORTS TO : FINANCE MANAGER
BUSINESS UNIT : FINANCE
LOCATION : HEAD OFFFICE:PRETORIA
POSITION STATUS : PERMANENT
POSITION GRADE : C5

Purpose of the Job

The Accountant is responsible for preparing accurate, complete, and timely monthly and quarterly financial reports, ensuring that management accounts are produced in line with established accounting standards and organisational requirements.

Job Responsibilities

Financial Accounting and Reconciliations

- Prepare monthly and quarterly finance reports and reconciliations and ensure that reconciling items are cleared timeously
- Prepare intercompany cash settlement reconciliations
- Prepare necessary journal entries, ensure they are approved and posted in the correct accounting period
- Work closely with the treasury accounting team and ensure that deposits, interest margins, etc. are correctly accounted for
- Ensure that Proper Accrual Accounting is adopted when preparing finance reports
- Record transactions accurately and timeously and ensure that other transactions are captured by the relevant stakeholders
- Identify and resolve unmatched items in relevant accounts and ensure that the reconciliations are prepared, reviewed and approved by delegated officials
- Distribute all management accounts to relevant stakeholders

Budgeting, Forecasting and Reporting

- Load cost centre budgets and forecasts into the Accounting system
- Provide support to all business units in creating and managing cost centres and ensuring they are updated and maintained
- Produce monthly cost centre reports with variance analyses for review with cost centre managers
- Prepare monthly results packs
- Provide support throughout the budgeting process, assist with forecasting and reporting
- Prepare quarterly and annual budget reporting to relevant stakeholders such as Estimates of National Expenditure (ENE) as required by National Treasury

Stakeholder and Query Management and Financial Support

- Manage and resolve queries as when they occur
- Provide financial and administrative support as required in the unit
- Assist with both the internal and external audit process

Qualifications and Experience

- BCom degree (NQF Level 7)
- Completed or studying towards an Honours qualification In Finance or Equivalent (NQF Level 8) will be advantageous
- 3-4 years Finance and administration related experience including account reconciliations, variance analyses and financial analysis for business decision purposes in a similar role
- 2 years' experience in the banking environment

Skills and Attributes

- Computer literate (Word, Excel, PowerPoint, SAP),
- Proven financial and administrative skills,
- Good written and verbal communication skills,
- Flair for figures, Accurate
- Detail oriented,
- Interpersonal and conflict resolution skills,
- Ability to work independently without supervision,
- Good planning, organising and time management skills,
- Problem solving and analytical skills (logical thinker)
- Ability to work under pressure, Deadline driven,
- Ability to work in a team, Assertive
- Ability to maintain confidentiality at all times,
- Ability to interact with employees across various levels,
- Ability to adapt to various situations,
- Mental alertness,
- Ability to handle stress and contact with Line Managers and other business units

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentNM@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

23 November 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.