



Job Description
Reconciliation Clerk, Unifi Africa
Salary: Rx,000

Title:	Reconciliation Clerk
Remuneration:	Rx,000 per month CTC, depending on candidate experience
Start date:	1 March 2023 (or asap)
Applications close:	31 January 2023
Place of work:	The Vineyards, 1 Devon Valley Rd, Stellenbosch, South Africa
Reporting to:	Group Finance Manager

Unifi is a fast-growing financial technology company operating in Zambia, Uganda, South Africa and Kenya. Unifi delivers personal lending products through online, mobile phone and branch channels. The company is well supported by strong shareholders and a board of directors with vast experience in entrepreneurship and lending.

The successful candidate will be work in the reconciliation team who are responsible for reconciliation-related tasks, covering bank accounts, mobile wallets and other key controls related to movement of company cash flows. The ideal candidate must balance financial diligence and attention to detail with a positive attitude and desire to learn.

The role is within the Unifi Africa Finance team. Ideal candidate should have previous reconciliation experience and ideally be studying towards finance related diploma/degree.

Responsibilities

- Review and update documented Unibos Clearing & Suspense processes by country, covering bank accounts and MNO Wallets (when necessary); ensure process is understood and followed by key stakeholders
- Uploading bank statements for accounts managed in Unibos (SA, Uganda, Zambia, Kenya)
- Assist with maintaining the automated allocation rules
- Allocating bank statement entries not automatically allocated, under supervision
- Ensuring clearing account queue items are worked no later than two working days after creation and are subsequently cleared, under supervision
- Investigating uncleared items and following standard procedures to resolve which could entail contacting third parties (Hyphen, Tilt, etc)
- Obtaining approval and requesting finance teams to process possible manual posting of transactions against clients' accounts
- Timely escalation of issues and material reconciliation breaks
- Cooperating with subsidiary accounts teams to resolve reporting anomalies
- Coordinating with Group Finance Manager were IT team is needed to resolve system issues
- Assist with set up of Clearing & Suspense processes for new countries (when applicable)
- Performing manual matching if required, under supervision
- Maintaining weekly and key daily bank balances in weekly bank balance file
- Assisting in suspense account items where possible
- Pointing out possible errors, concerns, or fraud