

## **PAYMENTS AND SETTLEMENT OFFICER**

As a Payments and Settlement Officer, you will be responsible for ensuring accurate and timely settlement of payments.

### **Key Responsibilities**

- Review and process payment instructions from various sources, including clients and internal departments.
- Verify the accuracy of payment information, such as amounts, account numbers, and payment dates.
- Investigate and resolve any discrepancies or issues related to payments, collaborating with relevant teams and individuals.
- Prepare and maintain payment records, ensuring proper documentation and accountability.
- Monitor and reconcile payment settlements, ensuring compliance with established policies and procedures.
- Generate reports and analyse payment data, identifying trends and areas for improvement.
- Analyze large sets of financial data to identify trends, patterns, and potential improvements in processes.
- Use data analysis tools to create reports, dashboards, and visualizations that help drive strategic decision-making.

### **Qualifications and Skills Required**

- Bachelor's degree in Finance, Accounting, or a related field
- Proven experience in payment settlement or a similar financial role
- Strong knowledge of payment processing systems and financial regulations
- Excellent attention to detail and ability to identify and resolve discrepancies
- Strong analytical and problem-solving skills
- Proficient in using financial software and MS Office applications, particularly Excel
- Excellent interpersonal and communication skills, with the ability to collaborate effectively with internal and external stakeholders

## **Junior Accountant**

### **Key Responsibilities:**

- Keep accounts receivable, accounts payable and issue invoices up to date
- Perform reconciliation operations
- Manage accounting journals entries tracking all business transactions whenever needed
- Review and update financial data in databases keeping them accurate, relevant and fully accessible by request
- Participate in reviewing necessary procedures including expenses, payroll records and so on
- Participate in organizing balance sheets, income statements and other relevant financial documentation following company's guidelines

- Create and submit reports on your activities on weekly and monthly basis
- Participate in the preparation of monthly/yearly management accounts

**Qualifications and Skills Required**

- Tertiary Qualification degree in Accounting or Finance
- 2 years' experience as Junior Accountant
- Experience with basic accounting and financial practices
- Good knowledge of MS Office and popular accounting software (such as Pastel)
- Strong team player with close attention to detail
- Good analytical, numerical and presentational skills