

ROLES AND RESPONSIBILITIES

Job Title:	Junior Finance Executive	Reports to:	Head of Finance
Division:	Secure Trading Financial Services (STFS)		
Main purpose of the job:	<p>As a Junior Finance Executive, you will be assigned to handle daily merchant, banks and scheme reconciliations to verify all payments receivable/payable are as per business attained.</p> <p>You will also own the task of bank statement postings in our accounting system which will include both merchant segregated accounts and current accounts. Constantly taking a pro-active approach will be key to your success in this role which will further enhance the role.</p>		
Duties and responsibilities:	<ul style="list-style-type: none"> • Posting Current bank accounts in Oracle Accounting system • Posting Merchant Settlement bank accounts in Oracle Accounting System • Handling daily Merchant payments reconciliations • Handling daily Scheme reconciliations • Handling day-to-day emails with instructions for adjustments required at merchant level by other departments • Downloading Merchant information for Merchant liability calculation in line with PSD II • Assisting the finance department in other day-to-day duties as may be required 		
Experience and Qualifications	<ul style="list-style-type: none"> • Good Proficiency in written and spoken English (other languages considered an asset); • Experience in a similar role will be considered an asset; • Experience in card acquiring or payments processing will be considered an asset; • Ability to work independently with good organization, time management and planning skills; • Team player mentality with problem solving skills and able to think outside of the box; • Be able to take responsibility and ownership. 		