Road Traffic Infringement Authority
Justice in Adjudication

INTERNAL / EXTERNAL ADVERT

Post:	**Specialist: Cashier & Banking Services**
Department:	**Revenue Management**
Reference:	**SCBS/RTIA/2026**
Level:	**11**
Salary:	**R 932 292 per annum (CTC)**
Term:	**Permanent**

Minimum Educational Requirements: *Matric (NQF 4) + 3 Year B Degree (NQF 7) in Finance/Accounting or equivalent. *Postgraduate (NQF 8) in accounting will be an added advantage.

Minimum Knowledge & Experience Requirements: *A minimum of five (5) years' relevant working experience of which 3 must be at management level. *Extensive knowledge of bookkeeping services and accounting standards / practices. *Knowledge of PFMA and National Treasury Regulations and Guidelines. *Awareness of the AARTO Act, National Road Traffic Act and any other legislation and regulations impacting on road traffic will be advantageous.

Required Competencies: *A valid Code 8 driver's license. *Ability to utilise principles of analytical scientific reasoning to describe problems, obtain data, validate facts, and fashion out logical conclusions. *Ability to work under conditions of pressure and adjust to urgent situations. *Good communication skills for communicating with support personnel and management. *Strong analytical and problem-solving skills. Oversight of cashier operations and adherence to internal controls. *Ensuring banking reference validation, masked accounts, and compliance with partner requirements.*Monitoring, reconciling, and reporting on all payments across channels.*Managing relationships with banks and payment service providers.*Leading the investigation of payment exceptions, errors, and suspected fraud cases.*Supporting system integrations, enhancements, and automation.*Preparing risk, compliance, and audit response report.

Duties: Achievement of work plans:

*Develop policies, processes and standard operating procedures relating to own area of specialization. *Provide specialist input in the development of Operational Plans. *Execute work plans and drive the evidence collection in real time. *Produce reports against the implementation of work plans. *Respond to audit findings with complete evidence, on time. *Implement documented data management practices. *Comply with policies and procedures in the unit.

Management of Cashier and banking services processes:

*Manage the general running of the revenue management daily to ensure efficient and effective processes are realised. *Daily review a register of all deposits and receipts from all payment platforms to ensure completeness. *Daily checkup of point-of-sale devices transactions. *Monthly review of the bank reconciliations. *Review the bank statements monthly and ensure supported by audit trail. *Monitor the administration of the filling processes and ensure that it is executed according to the prescribed Filling Act. Manage the handling of allocation queries on a timely basis. *Identify and perform detailed analysis unallocated receipts transactions, these must be reported to the Head of the unit. *

Management of debtor's reconciliation:

*Manage the general running of the debtor's reconciliation process daily to ensure efficient and effective processes are realised. *Verification and review of bank statements for correct allocation and receipts. *Reviewing of reports prepared by officers. *Review all monthly bank reconciliations prepared.

Internal Controls and Risk Management:

*Continuous improvement of cashier and banking services policies and practises. *Reduction in overall audit findings and repeat findings to own area of responsibility. *Efficient document management.

Optimisation of the Section:

*Keep up to date with new developments and proactively introduce improvement opportunities in line with best practice to optimize organizational success.*Partner with management to optimise productivity and team work effectiveness.*Maintain ownership for own work, performance management and development.*Maintain open and honest communication.*Engage in problem solving and continuous improvement processes to optimise output of the area.*Demonstrate visible ownership of business wide initiatives impacting on area of accountability and changes in own field and within RTIA. *Share new information and best practice trends with colleagues. *Proactively introduce improvement opportunities in line with best practice to optimize organizational success. *Partner with management to optimise productivity and teamwork effectiveness.
*Maintain ownership for own work, performance management and development. *Maintain open and honest communication. *Engage in problem solving and continuous improvement processes to optimise output of the area. *Demonstrate visible ownership of business wide initiatives impacting on area of accountability.

Enquiries: Ms Allison Shingange – (087) 287 7993

Mr Mzwakhe Mhlanga – (011) 7631103

Correspondence will only be with shortlisted candidates. If you do not hear from the Agency in three (3) months from the date of closure, please consider your application as unsuccessful. Recommended candidates will be subjected to the Agency's mandatory background checks, security clearance and qualification verification processes.

To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: hxiixl@apply.simplify.hr

Please note that late applications and those without all the relevant supporting documents as prescribed above will not be considered.

The RTIA is an Equal Opportunity Employer and is seeking to balance the employment equity profile therefore the youth, Women and People living with disabilities are encouraged to apply.

Internal candidates who meet the requirements are encouraged to apply.

Closing Date: 03 August 2026