

# Trust Account Assistant

<b>Remuneration:</b>	R16000 - R18000 per month
<b>Location:</b>	Cape Town
<b>Reference:</b>	#CAW005576/CH
<b>Company:</b>	<a href="#">SydSen Recruit</a>

We're seeking a dedicated individual to join our clients team as a trust account support professional.

## Main Responsibilities:

- Conduct daily and monthly reconciliations, ensuring accuracy and completeness across various accounts and transactions.
- Handle reconciliations for trust summaries, bank statements, payments, market deposits, VAT and more.
- Facilitate producer payments to Nedbank, compiling necessary documentation and ensuring smooth transactions.
- Assist in compiling statistical information and support the Group Trust Controller as needed.
- Contribute to daily operational functions for all Business Units, maintaining efficiency and accuracy.
- Adhere to legislative requirements and regulations governing financial processes in the Fresh Produce Market Agents sector.
- Support adhoc duties to maintain operational excellence.

## Minimum requirements:

- Matric or equivalent education.
- Diploma in bookkeeping or similar qualification.
- 3-5 years of relevant experience.
- Proficiency in MS Excel.
- Strong understanding of financial processes, procedures, and compliance.
- Exceptional attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Excellent organizational and planning abilities.
- Ability to thrive in a deadline-driven, pressure-filled environment.
- Positive attitude and professional demeanor.
- Access to own transport.

If you meet these requirements and are ready to take on this challenging yet rewarding role, apply now!

Please note only candidates with the required experience will be contacted and considered. If you are not contacted within 14 days, kindly consider your application unsuccessful.

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