



POSITION DESCRIPTION

POSITION TITLE: Teller

REPORTS TO: Branch and/or Currency Processing Manager

LOCATION: Armaguard Branch as advised

POSITION OVERVIEW

The Branch Teller is responsible for the efficient and effective management of cash resources to deliver services to customers, and includes the preparation, tracking, recording, and balancing of cash. The position is primarily responsible for the security and integrity of cash in their Teller's box.

JOB DETAILS

- Maintains transactions in the Teller's book, including verifying and recording cash transfers and receipts.
- Cashing of client cashing docketts, and cash preparation.
- Verifies and balances cash.
- Maintains compliance to security standards and operational procedures.
- Maintains a safe and secure work environment.
- Monitors and manages cash resources to ensure that operational standards and customer expectations are met.
- Reports customer discrepancies for resolution by branch.
- Records movement of Teller box cash.
- Balances and verifies cash on hand.
- Maintains effective communication with other branch employees.
- Experience in various aspects of cash processing or banking.
- Strong arithmetic and numerical skills.
- Sound knowledge of branch information systems.
- Good attention to detail, and accuracy of information.
- Strong communication and interpersonal skills.
- Ability to engender teamwork and work closely with Cashiers, Cash Processors, and Despatch to achieve shared outcomes.