



# POSITION DESCRIPTION

**DIVISION:** RETAIL FINANCIAL SERVICES  
**JOB TITLE:** ELECTRONIC DATA PROCESSING OFFICER  
**TITLE OF SUPERVISOR:** BRANCH MANAGER – MT HAGEN

## ABOUT THE ROLE

Reporting to the Branch Manager – Mt Hagen, the Electronic Data Processing (EDP) Officer responsible for extensive data entry and clerical duties requiring incumbent to be computer literate and be acquainted with current data entry practices, policies and procedures. The incumbent's responsibilities include;

- Process daily funding disbursement of approved loan and withdrawal applications
- Liaise with Head Office and Banks on issues relating to the funds disbursement process
- Maintenance and enforcement of Clients' data integrity through careful verification and processing of approved data entry forms
- Daily scanning and uploading of all paid applications, static data forms and miscellaneous operational documents onto the Retail Banking System
- Daily maintenance and proper upkeep of all Branch Registers in both soft and hard states
- Daily registration, batching and boxing of all paid applications and miscellaneous operational documents for branch filing and archiving
- Management to the Branch Manager and Records Team
- Perform other duties as directed by the Branch Manager.
- Ensure quality customer service is achieved and maintained
- Ensure full compliance with all lending and operational policies
- Assist BM and prepare monthly reports on sales and operational activities
- Implement policy and process improvement initiatives for improved efficiencies and maximized productivity.

## Desired Qualifications, Skills and Experience:

- Grade 12 and Diploma in Accounting, or related business qualifications.
- 3 years of experience in similar role (Financial Data Entry)
- Retail Banking and Finance experience or exposure is desirable.
- Knowledge of Savings & Loans Act, Regulations and relevant policies and procedures would be an advantage.
- Excellent communication and interpersonal skills.
- Advance skills in MS Excel, MS Word and MS Access
- A good Team Player.