



WE ARE HIRING

ELECTRONIC DATA PROCESSING OFFICER

Location | Kokopo Branch

Qualifications | Grade 12 Certificate and Diploma in Accounting or related Business qualifications is acceptable.

Experience | Over 2 years of relevant experience in the Financial and Banking Industry or related industries. With knowledge of Savings and Loans Act & Regulations and relevant policies and procedures.

Successful candidates are to provide the following Pre-Employment Requirements;

1. COVID-19 Vaccination Card
2. Medical Examination Report (must be of current year)
3. Police Clearance (must be of current year)

Application Closes 4pm Wednesday 29th November 2023

For more information visit:
www.tisa.com.pg

Submit your Expression of Interest and Resume to:
TISA.Recruitment@tisa.com.pg



POSITION DESCRIPTION

JOB TITLE: Electronic Data Processing Clerk

DIVISION: RETAIL FINANCIAL SERVICES

NAME OF INCUMBENT: _____

TITLE OF SUPERVISOR: BRANCH MANAGER

BASIC PURPOSE: Performs extensive data entry and clerical duties requiring incumbent to be computer literate and be acquainted with current data entry practices, policies and procedures

PRINCIPAL DUTIES:

- 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
- Provide monthly report of Branch Document Management to the Branch Manager and Records Team
- Perform other duties as directed by the Branch Manager.

MINIMUM EDUCATION REQUIREMENT:

Grade 12 High School Certification, Diploma in Accounting or similar

MINIMUM EXPERIENCE REQUIREMENT:

3 years' experience in a similar position (Financial Data Entry)

OTHER REQUIREMENTS:

- Good communication skills
- Have strong computer skills in Microsoft Office applications (esp. MS Excel)
- Knowledge of Savings & Loan Society lending policy and requirements
- Good intrapersonal skills