



Ticket Sales Reconciliation Supervisor

21-06-2018

The above mentioned position is available in the Marketing and Tourism Department at Robben- Island Museum.

The incumbent will be responsible for ensuring ensure the timely reconciliation of cash, stock and other transactional data in the ticket sales systems

Key performance areas:

- Completion of standards control reports and checks in accordance with agreed procedures and timeframes;
- Investigate exceptions identified during reconciliation process;
- Use of data systems from third parties and interrogation of the ticket sales systems to identify root cause and ownership;
- Keep the core reconciliation tool updated with root cause, action and ownership for all exceptions identified;
- Track status of reconciling items referred to other departments;
- Resolution of investigations in a timely manner;
- Escalation of exceptions according to age and risk criteria;
- Number of reconciling items to be managed effectively and kept at a minimum.

Minimum Requirements:

- Diploma in Finance, Marketing, Events or equivalent;
- 1years Cash Reconciliation experience;
- Good Computer and spreadsheet skills (VB macro skills in excel aa distinct advantage);
- Knowledge of automated reconciliation;
- Good investigation skills;
- Personal organisation around work targets;
- Works well under-pressure in a high volume environment with intraday deadlines;
- Organisational, verbal and written communication skills;
- Customer-service orientation;
- Confidentiality;
- Attention to detail and ability to multi-task;
- Computer literacy;
- Planning and organising skills;
- Time management;
- Interpersonal skills;
- Initiative;
- Reliability;
- Stress tolerance.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 21 June 2018. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note that your attachment should not exceed 10 MB.