



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

### **Bank Reconciliation Officer (Level 6)**

The Bank Reconciliation Officer is accountable for the effective & timely reconciliation of and reporting on the Bureau's bank accounts assigned in support of preparation of the company's financial accounts, in order that SLB achieves its Mission, Vision and Major Targets in a sustainable manner.

#### **Planning**

1. Contribute to the development of the Finance and Accounting Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
2. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
3. Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

#### **Execution**

1. Gather all relevant bank statements and financial records for assigned bank accounts, ensuring that all necessary documents are obtained and included.
2. Compare bank statements with financial records and all general ledger accounts to ensure accuracy, ensuring that all transactions match and any errors are identified and corrected.
3. Identify and investigate discrepancies in the records, ensuring that root causes are identified and resolved.
4. Ensure that all deposits and withdrawals are recorded accurately, ensuring that all relevant details are recorded and any errors are corrected.
5. Prepare reconciliation reports, ensuring that all necessary details are included and the report is accurate and clear.
6. Communicate with relevant parties to resolve any discrepancies, ensuring that all necessary parties are contacted and any issues are resolved in a timely manner.
7. Update and maintain accurate records of all reconciliations, ensuring that all necessary details are included and the records are kept up to date.
8. Ensure that all reconciliations are completed in a timely manner, ensuring that deadlines are met and all necessary reports are submitted on time.
9. Report any issues or concerns to the Bank Reconciliation Supervisor, ensuring that all relevant information is shared and any necessary actions are taken to address the issue.
10. Maintain confidentiality and security of all financial records, ensuring any necessary protocols are followed to protect sensitive information.

11. Assist in the preparation of annual audit schedules.

### **Monitoring and Reporting**

1. Contribute to the preparation of the Finance and Accounting monthly performance report in the scorecard format, then, if required, attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

### **Qualifications and Experience**

- ✓ First Degree in Accounting, Finance, Business Administration, Management Studies or equivalent.
- ✓ Three (3) years' experience in a similar position.

### **Specific Knowledge**

- ✓ Knowledge of the SLB and GOJ's accounting principles, practices and procedures.
- ✓ Knowledge of local financial and economic environment.

### **Remuneration Package**

- Basic Salary \$3,501,526.00 - \$4,709,163.00

Applications along with résumés should be forwarded **no later than Thursday, May 14, 2026** to:

**Manager, Human Resource Management and Development  
Students' Loan Bureau  
86 Hope Road  
Kingston 6**

E-mail: [careers@slbj.com](mailto:careers@slbj.com)

***We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.***