



EMPIRE FUEL

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VACANCY 2 | RECRUITMENT ADVERT

Prepaid Account and Reconciliation Officer

Empire Fuel is seeking a detail-focused account officer to manage the controls behind a prepaid fleet fueling service. Clients will top up their account before fueling; each approved purchase will reduce the available balance. The officer will record and verify top-ups, reconcile platform activity and raise exceptions for review.

Position	Prepaid Account and Reconciliation Officer
Employment	
Location	Cape Town, South Africa
Reports to	Finance Manager or management nominee
Applications	Email applications to procurementmanager@efuelna.com . Closing date: 31 October 2026.

Key responsibilities

- Maintain accurate client wallet/account records, including opening balances, confirmed top-ups, approved adjustments and system deductions.
- Check incoming payments against bank or other approved payment records before requesting or processing a client balance top-up.
- Apply top-ups only after funds are independently confirmed and in line with the approved procedure; retain the supporting reference.
- Reconcile daily platform fueling transactions and balance movements against payment records, approved account activity and station reports where available.
- Investigate unmatched payments, duplicate entries, declined transactions, negative or unexpected balances and client transaction queries.
- Prepare a daily reconciliation and exception report for review by the designated supervisor; maintain supporting evidence and a clear audit trail.
- Provide verified transaction data and reconciliation summaries to the existing employee who prepares client statements.
- Communicate confirmed account funding and unresolved issues to clients using approved channels and agreed response times.
- Maintain confidentiality, follow access controls and never share client financial information with unauthorized persons.

Candidate requirements

- Grade 12 or equivalent; a certificate or diploma in bookkeeping, accounting, finance or business administration is an advantage.
- At least two years of experience in accounts administration, cash allocation, bookkeeping, payments or reconciliation is preferred.
- Confident with spreadsheets and accurate data entry; experience with accounting, payment or fleet platforms is an advantage.
- High integrity, strong numerical accuracy, discretion and the ability to follow approval procedures.
- Clear written and verbal communication, organized filing and the ability to explain account issues professionally.

What success looks like

Client top-ups are supported by verified payment evidence; daily account movements reconcile or are promptly listed as exceptions; no unauthorized balance changes are made; and the statements employee receives timely, reliable transaction data.