



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	Full-time; terms to be confirmed
Location	Empire Fuel office base to be confirmed
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.