

# BANKING

**T**HE banking sector requires employees with tertiary training in the commercial field, and more specifically in banking which is a specialist field. Staff with a sound knowledge of banking, accounting and banking law, should enjoy unlimited career opportunities in banking.

As bankers deal with members of the public in a financial environment, the following personal characteristics are required:

- A systematic approach to problems
- Aptitude for numerical work
- Good human relations
- Honesty and reliability
- Integrity
- Self-confidence
- Sound social relations
- Multilingualism

All newcomers start working at a branch, where there is a trained professional team that is skilled in all aspects of general banking. Under supervision of this team, the trainees acquire the necessary experience in the work situation. Tellers, together with the enquiries clerks and liaison officers at the bank, have the most contact with the public. Tellers cash cheques, process deposits or withdrawals. Often foreign exchange is handled as well as traveler's cheques.

Bankers also deliver services with regards to the administration of wills, shares, travelers' cheques, credit notes, estates, portfolios and many more. They are responsible for the handling of investments and other financial transactions like pension schemes, estate development, life and short term insurance, hire purchase, international merit transactions and payment in connection with import and export. Large bank organizations provide specialised training in the following departments:

- Internal Audit
- Credit Cards
- Marketing Managers
- Personnel Managers
- Public Relations Managers
- Domestic Money Market
- Computers
- Personal Financial Planning
- Trustee Work and Documents

## RECOMMENDED SCHOOL SUBJECTS

Mathematics and Accounting. Candidates should also be able to speak, write and read English fluently.

## ADMISSION REQUIREMENTS

A Senior Certificate with exemption is required for study at a university and at least a Senior Certificate for study at a university of technology.

## TRAINING

### UNIVERSITY

At university you will follow a four-year BCom: Finance course.

### UNIVERSITY OF TECHNOLOGY

A three-year NDip: Banking followed by a fourth year to obtain the BTech: Banking degree.

### THE INSTITUTE OF BANKERS

The Institute of Bankers is the examination body for the banking sector and offers a wide variety of courses in banking.

## CAREER OPPORTUNITIES

A wide range of employment opportunities such as internal auditor, marketing-, personnel- and public relations managers exist in the banking and associated sectors.



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Central University of  
Technology, Free State

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UNIVERSITY OF  
KWAZULU-NATAL

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UNIVERSITY OF VENDA

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University of Fort Hare  
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