



INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College we are intent on Inspiring Excellence and Making a World of Difference.

PAYROLL AND ADMINISTRATIVE SUPPORT (PART-TIME) CAMPUS FINANCE DEPARTMENT

The Head of Finance invites applications for the following position, which is available from the 1 November 2016 or as soon as possible thereafter.

The requirements for this position are:

- 5 - 7 years' comparative experience will be beneficial
- Strong numeracy and written skills
- Sound working knowledge of ACCPAC, Windows and MS Office Suite is essential
- Sound working knowledge of all VIP payroll modules, is not negotiable. Knowledge and experience in a similar payroll package may be considered
- Experience in managing multiple payrolls
- Experience in preparing summaries of ledger accounts and performing reconciliations
- Excellent communication and inter personal skills to liaise with internal and external stakeholders
- Organisational and time management skills to meet weekly and monthly deadlines is critical Ability to multi task, work under pressure and independently
- Experience in handling challenging situations, assertively and diplomatically
- A sound work ethic and the ability to use initiative
- Flexible/Part time working arrangement will be considered
- High level of integrity in order to deal with confidential information
- Knowledge of relevant legislation
- Management experience
- Excellent organisational skills
- Ability to follow rules and implement procedures

Responsibilities include but are not limited to:

- Processing, maintenance, collection and reporting in respect of the College's four ancillary payrolls
- Assistance with preparation of College's main payroll
- Preparation of journals relating to payroll
- Capturing and filing of leave forms
- Capturing, facilitating and filing of loan applications
- Monthly summary and reconciliation of payroll related ledger accounts
- Preparing and assisting the completion of SARS and statutory related submissions
- Assisting the Salaries Administrator as and when required
- Any additional projects and assignment that may arise

Should you be interested in applying for the above-mentioned position, please forward a letter of motivation, which clearly indicates the position you are interested in together with your curriculum vitae, and the names and telephone numbers of two referees by no later than **10 October 2016** to the following email address: **Head of Finance, St Stithians College**

jobs@stithian.com

ST STITHIANS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The College reserves the right not to proceed with filling this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short listed candidates will be contacted