

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 in the Waterberg Mountains, and the Thandulwazi Maths & Science Academy on our Campus. As a College we are intent on Inspiring Excellence and Making a World of Difference.

Project Manager Finance Department

We are excited to welcome applications for a role within our Finance Department which requires passion, commitment, innovative thinking and leading-edge ability.

Your talent and positive mental attitude mean you are able to deliver on the following responsibilities:

Your focus areas as Project manager/ Business analyst, reporting to the Deputy Head of Finance, Business Projects, will include:

- Liaison with schools & departments in respect of projects, events & fundraising plans
- Drafting of business plans including financial modelling for strategic projects
- Monitoring spend on Capex projects & preparation of post implementation reports
- Provide financial management support to events & fundraising teams

Specific roles will include the following:

- Project planning & preparation of regular reports to Deputy Head of Finance
- Preparation of annual budget input relating to strategic initiatives & projects
- Prepare business case for new & strategic projects
- Prepare financial models for new & strategic projects
- Participate as a finance representative in various stakeholder meeting as required by the College
- Manage & oversee the functions and operations of the Junior Accountant (Events & Fundraising)

Key requirements for this position include:

- Willingness to work within the values, Christian ethos & mission of the College
- B. Com or equivalent tertiary qualification
- At least 5-8 years of relevant corporate finance, commercial law & management experience
- Strong commercial & business acumen with the ability to be a self-starter
- A passion for managing, leading & motivating staff
- The ability to build & maintain positive relationships with a variety of stakeholders
- Experience in a demanding customer-centred environment
- Any staff member working within a school is required to have a sexual offender's clearance certificate before employment can commence
- Committing to work within the values, Christian ethos & mission of the College, as well as participating in the broader life of St Stithians College

The successful incumbent will be required to take up his/her post in October 2018 negotiable.

Please forward a short letter of motivation, together with your curriculum vitae, including names and telephone numbers of at least two referees.

Please address your application to: the Head of Finance, St Stithians College on email: jobs@stithian.com before the closing date of 21 August 2018.

St Stithians College is an Equal Opportunity Employer

The College reserves the right not to proceed with 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



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www.stithian.com

