

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.

Credit Controller Finance Department

We are excited to welcome applications for a role within our Finance Department which requires passion, commitment, high levels of confidentiality and integrity.

Your talent and positive mental ability, means you are able to deliver on the following responsibilities:

- Collection of large fee debtors' book
- Resolve debtor queries
- Assist in answering debtors hunting line calls
- Ensure parent compliance with annual registration process
- Prepare monthly reconciliations and reports
- Provide financial clearance certificates (internal and external)
- Various other general finance related duties
- Ensure compliance with Debtors Procedure



Requirements for this position include the following:

- At least 5 - 10 years' experience in similar position
- Sound working knowledge of ACCPAC, Windows and MS Office Suite is essential at an intermediate level
- Word and Outlook mail merge skills are required
- Working knowledge of Pencil Box or a similar school administration system
- Excellent communication and inter-personal skills to liaise with internal and external stakeholders
- Emotional resilience with the ability to handle sensitive situations in an empathetic but objective manner
- A sound work ethic and ability to prioritise, multi-task and work under pressure
- Ability to meet tight deadlines
- Ability to work with high degree of independence
- Attention to detail, high level of speed and accuracy
- Key time management skills to ensure deadlines are met with efficient turnaround times
- Occasional overtime may be required

By making an application to join St Stithians College you are Committing to work within the values, Christian ethos and mission of the College, as well as participating in the broader life of the College.

The successful incumbent will be required to take up his/her post on / before August 2019.

By applying, you accept that it is mandatory for any staff member to have a sexual offender's clearance certificate before employment can commence. **Please forward a short letter of motivation**, together with your curriculum vitae, including names and telephone numbers of at least two referees.

To apply please click on the following link before the closing date of 31 May 2019 <https://stithian.jb.skillsmapafrica.com/>

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



ST STITHIANS
COLLEGE

www.stithian.com

