



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.

Debtors Clerk Finance Department FTC (1 year)

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

The requirements for this position are:

- A matric certificate (Grade 12)
- Basic accounting/financial certificate or higher
- At least 3 years of relevant finance experience; school experience is advantageous
- Knowledge of ACCPAC and IDU will be beneficial
- Strong proficiency in Microsoft Excel and advanced computer literacy. Candidates should be comfortable working with PivotTables, complex formulas, and data extraction techniques. Please note that a practical skills assessment may be conducted as part of the selection process.
- Excellent analytical and numerical skills
- Critical thinker, clear use of initiative and problem-solving skills
- Good time-management skills and ability to effectively plan your day and prioritise your duties.
- Deadline oriented, ability to work effectively under pressure and extended hours when necessary
- Excellent communication and interpersonal skills
- Sound work ethic and ability to prioritise and multitask
- Attention to detail, high level of speed and accuracy
- Must be able to work in a team environment
- Committing to work within the values, Christian ethos and mission of the College, as well as participating in the broader life of St Stithians College
- A police clearance, a sexual offender's clearance certificate and a clear credit enquiry



Your talent and positive mental ability, means you can deliver on the following responsibilities:

- Preparation and/or review of monthly journals
- Review of and/or posting of batches
- Accurate data capturing
- Oversees the billing process from start to finish, ensuring completeness of revenue
- Manage the credit enquiry process
- Preparation of monthly reconciliations and summaries
- Assist with resolving debtors queries
- Assist with managing month-end process
- Assist with the annual budgeting process
- Assist with the preparation of reports for annual audit/management accounts
- Resolve portal queries
- Perform general accounting duties as requested
- Provide feedback and regular reports to stakeholders
- Interaction with a wide range of stakeholders

To apply please forward your CV to maria@pharosrecruitment.co.za Closing date for applications is 17 June 2025.

St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives

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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 applications automatically disqualifying themselves from consideration.

Only short listed candidates will be contacted.

St Stithians College is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices.

St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.