

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, the Thandulwazi Maths & Science Academy on our Campus, as well as an online school. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

Junior Debtors Clerk (12-month FTC) Finance Department

We are excited to welcome applications for a role within the Finance Department, available immediately, from suitably qualified and experienced individuals who believe they can deliver on the following responsibilities:

- Prepare daily and monthly journals with precision and attention to detail
- Process monthly fee billing, ad hoc trip charges, and disbursement invoicing
- Capture and allocate tuition fee payments efficiently
- Receive, verify, and accurately allocate all proof of payments and remittances
- Maintain accurate data capture across all financial systems
- Conduct overflow credit enquiries and assessments
- Prepare monthly reconciliations and financial summaries
- Resolve monthly reconciliation discrepancies promptly
- Own the online payment application cycle – from billing preparation, capturing, maintenance, to resolution of queries
- Address and resolve debtor queries in a timely, professional manner
- Support month-end closing processes and procedures
- Execute general accounting duties as required
- Deliver regular feedback and comprehensive reports to stakeholders
- Collaborate effectively with diverse internal and external stakeholders



The requirements of the position are:

- Relevant Higher Certificate NQF Level 5
- At least 3 - 5 years of relevant finance experience (minimum requirement)
- Working knowledge of ACCPAC and IDU, or similar accounting management solution and budgeting/reporting tools
- Knowledge of Karri or similar online payment applications (advantageous)
- Intermediate MS Excel proficiency (minimum requirement). A skills test may be administered. Must be competent in: Pivot Tables, Lookup functions, Data Validation, Advanced Filtering, Formulas, and Data Extractions
- Excellent analytical and numerical skills
- Critical thinking with strong initiative and problem-solving abilities
- Exceptional time-management and prioritisation skills
- Deadline-driven with the ability to work effectively under pressure and extended hours when required
- Outstanding communication and interpersonal skills
- Meticulous attention to detail with high speed and accuracy
- Strong work ethic and effective multitasking capabilities
- Collaborative team player
- A clear credit check and a sexual offender's clearance certificate before employment can commence

To apply please click on the following link before the closing date of **22 March 2026**

<https://stithianjobs.mcidirecthire.com/>

Applications received via email will not be considered. Applications must be done via the link above only.

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

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa www.stithian.com

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.