



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.

Senior Debtors Clerk (Internal Advertisement) Finance Department

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

The requirements for this position are:

- Relevant Higher Certificate (NQF Level 5)
- Minimum 5 years' finance experience
- Strong working knowledge of ACCPAC and IDU, or similar accounting management and budgeting/reporting tools solutions (minimum requirements)
- 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
- Sexual offender's clearance certificate (mandatory for all school employees) and a clear credit record.
- Commitment to upholding the College's values, Christian ethos, and mission, and willingness to participate in the broader school community



Your talent and positive mindset will empower you to excel in these key responsibilities:

- Prepare and review monthly journals
- Review and post accounting batches
- Perform accurate, high-volume data entry
- Oversee the complete billing cycle to ensure full revenue capture
- Manage the credit enquiry process
- Prepare monthly reconciliations and financial summaries
- Resolve debtor queries and discrepancies
- Assist with the month-end processes
- Contribute to the annual budgeting process
- Prepare reports for annual audits and management accounts
- Address and resolve portal-related queries
- Perform general accounting duties as required
- Provide regular feedback and reports to stakeholders
- Liaise with a diverse range of internal and external stakeholders

To apply please click on the following link before the closing date of **01 March 2026** <https://stithianjobs.mcidirecthire.com/>
Applications received via email will not be considered. Applications must be done via the above link only.

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 shortlisted candidates will be contacted.

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