



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

DEPUTY HEAD OF FINANCE/ FINANCIAL MANAGER CAMPUS FINANCE DEPARTMENT

The College invites applications for the following position which will be available from 1 September 2017.

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this challenging position. The position reports to the Head of Finance.

Responsibilities include but are not limited to:

- Managing, leading and motivating the finance team
- Responsibility for the full financial function
- Overall responsibility for preparation of College budget
- Overseeing preparation of AFS to completion
- Managing the submission process for statutory returns
- Interaction with a wide range of stakeholders including staff, service providers, parents and students
- Representation on Campus committees and forums

The requirements of the position:

- Qualified CA (SA) or a BCom with at least 7 years of relevant accounting, finance and management experience
- Knowledge of ACCPAC will be beneficial
- Experience in VAT is essential and experience in the application of mixed VAT will be beneficial
- Advanced knowledge of MS Excel and excellent computer proficiency
- Excellent communication and inter-personal skills
- Ability to work under pressure and within deadlines
- Excellent people management experience
- Experience in a demanding customer focused environment would be an advantage
- A willingness to work within the values, Christian ethos and mission of the College as well to participate in the broader life of the school
- Any staff member working within a school is required to have a sexual offender's clearance certificate

Should you be interested in applying for the above-mentioned position, please forward a letter of motivation, which clearly indicates the position you are interested in together with your curriculum vitae, and the names and telephone numbers of two referees by no later than **28 July 2017**:

The Head of Finance
St Stithians College
jobs@stithian.com

ST STITHIANS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The College reserves the right not to proceed with filling 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