



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.

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 position.

The requirements of the position:

- Minimum of B.Com or equivalent qualification
- At least five years of relevant finance experience
- Mixed VAT experience will be advantageous
- Knowledge of ACCPAC will be beneficial
- Advanced knowledge of MS Excel and excellent computer proficiency
- Excellent written and verbal communication skills
- Proven leadership and mentorship skills with a sound work ethic
- Experienced at conflict management, and demonstrates strong organisational skills
- Strong service orientation and able to maintain good relationship with colleagues and stakeholders
- Ability to focus on multiple projects concurrently and adapt to changes in priorities
- Work independently, take initiative, set priorities and see tasks and responsibilities through to completion
- Ability to work well with others under pressure and within time constraints
- Proactive and goal orientated, with strong problem solving skills
- Any staff member working within a school is required to have a sexual offender's clearance certificate
- A willingness to work within the values, Christian ethos and mission of the College as well as to participate in the broader life of the school

Responsibilities:

- Managing, leading and motivating staff
- Representation on Campus committees and forums
- Interaction with a wide range of stakeholders
- Preparation and / or review of monthly journals
- Review of requisitions for compliance and authorise forex payments
- Review reconciliations and monitor clearing accounts
- Manage month-end procedures
- Prepare and distribute monthly management accounts
- Provide feedback and regular reports to stakeholders
- Prepare and submit VAT returns
- Assist with submission of statutory returns
- Assist with annual budgeting process
- Overseeing completion of annual audit
- Assist with preparation of AFS
- Perform general accounting duties as requested

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 18 August 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