



JEPPE HIGH SCHOOL FOR GIRLS

Jeppe High School for Girls, a leading, monastic public school situated in Kensington, Johannesburg seeks to employ:

SCHOOL BURSAR

THE STARTING DATE OF THE APPOINTMENT IS AS SOON AS POSSIBLE

KEY RESPONSIBILITIES:

- Salary Administration:
 - Processing all salary payments and deductions and related tasks including tax returns, UIF returns, pension fund management, and posting.
 - Negotiation along with Personnel Manager of new contracts and salaries.
 - Overall payroll management and administration
- Financial Oversight:
 - Overall financial management
 - Authorising expenditure requests after physical verification to ensure compliance.
 - Managing contracts & service providers
 - Liaising with insurance brokers and overseeing the company managing our asset register.
- Financial Reporting and Management:
 - Liaise with the School Governing Body (SGB) Treasurer over financial matters.
 - Preparing monthly management accounts for review by the SGB.
 - Collaborating with the Business Manager to prepare and monitor the school's budget.
 - Managing the school budget effectively and ensuring compliance with financial regulations.
 - Processing financial returns as required by the Gauteng Education Department (GDE).
 - Liaising with auditors and preparing necessary documentation for audits.
 - Process payments to suppliers
 - LTSM reporting
 - Assisting the Business Manager with any tasks related to salary administration, financial oversight & Financial Reporting and Management.
- SARS Reconciliations:
 - Coordinating with SAGE for SARS reconciliations and ensuring compliance with tax regulations.

Qualifications and Requirements:

- A degree or other tertiary qualification in financial management will be advantageous.
- Proven experience in financial management, administration, and payroll processing within an educational or similar organisational setting.
- Excellent organisational, analytical, and problem-solving skills.
- Ability to work collaboratively with various stakeholders including auditors, school administrators, and external service providers.
- Proficiency in financial software and Ed Admin familiarity with SAGE Payroll is a plus.
- Strong communication skills with the ability to convey complex financial information clearly and concisely.
- Willing to attend necessary or relevant training.
- Ability to work with minimal supervision in a demanding, unpredictable and deadline driven environment.
- Excellent interpersonal communication skills, with great sense of diplomacy.
- Flexibility and adaptability to a multicultural environment.
- Degree will be advantageous

HOW TO APPLY: Email careers@jeppegirls.co.za

- A comprehensive CV with covering letter and 3 references.
- Applications will be reviewed on an ongoing basis until the right candidate is identified. Only qualified candidates will be invited for interviews.
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SALARY: Negotiable depending on qualifications and experience.

Closing date: 1 November 2024

The school reserves the right not to fill the position. An application will not in itself entitle the applicant to an interview or appointment.