



We're Hiring!

Debtors Clerk

Commencement date: **11 January 2027**

We are looking for a dedicated, detail-oriented and professional debtors clerk to join our finance team.



KEY RESPONSIBILITIES

- Manage the school's debtors' book and outstanding accounts.
- Follow up on overdue accounts, process debit orders and manage payment arrangements for outstanding fees.
- Prepare statements, reminders and final demand letters.
- Handle parent and guardian billing queries with professionalism, confidentiality and empathy.
- Count, allocate and reconcile cash payments received.
- Maintain accurate debtor records and prepare monthly reports.
- Liaise with attorneys where necessary.
- Work closely with the Principal, Finance Officer and Finance Committee.
- Assist with ad-hoc tasks as required.



REQUIREMENTS

- Previous experience in debtors, credit control or accounts receivable.
- Excellent communication, administrative and organisational skills.
- High level of accuracy, integrity, confidentiality and professionalism.
- Ability to work independently.
- Computer literate (Microsoft Office) and accounting software is advantageous.



**ESSENTIAL:
BCom in Accounting**

The SGB reserves the right not to fill this position.



Email a comprehensive CV, a brief cover letter, contact details of three referees, copy of your ID and proof of qualifications to:

secretary@ericapprimary.co.za



**CLOSING DATE
15 October 2026**