School Vision

A world class, Christian school that inspires girls to become remarkable women

St Mary’s DSG, Kloof, renowned for its academic excellence and progressive, nurturing and supportive atmosphere, invites applications for the following vacancy:

Finance Assistant [Half Day]

Commencement date - 1 March 2017 (negotiable)

The Finance Assistant will report to the Business Manager and will administer the debt collection policy, bursary process and assist with various other financial and administration matters.

Candidates require:

- a good understanding of accounting and related processes
- excellent organisational and time management skills and the ability to work under pressure and meet deadlines
- good English written and verbal communication skills
- accuracy and attention to detail
- high level of confidentiality
- excellent interpersonal skills
- an assertive but tactful nature
- excellent computer (MS Office, especially Excel and Word, and Google) and administration skills
- a flexible and adaptable approach to work with an ability to use own initiative and work independently.

A letter of motivation, accompanied by a detailed CV together with the names and contact details of two referees, should be submitted to the Mrs Steele at admin@stmarysdsg.co.za. Only electronic applications will be accepted.

Closing date for applications: Friday, 27 January 2017.

St Mary’s reserves the right not to make an appointment. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the post will result in the applicants automatically disqualifying themselves from consideration. The successful candidate will be required to provide a police clearance certificate.