



St MARY'S
Diocesan School for Girls, Kloof

School Vision

To be the leading Christian school providing a holistic, values-based education that helps girls build character and equips them to thrive in life.

The following position is available at St Mary's DSG, Kloof, KwaZulu-Natal, a progressive and forward-thinking private girls' school.

DEBTORS CONTROLLER February 2025

This position reports directly to the Business Manager, largely interacting with staff, parents and a few suppliers to the School. The successful candidate will be predominantly responsible for overseeing the collection of school fees on time and in full within the School's terms and conditions, whilst also managing the purchasing of textbooks, stationery and other consumables for staff.

Requirements for the above post include:

- A recognised post-Grade 12 Accounting or Debtors Diploma with a registered Educational Institution.
- 3 years' experience in Debtors Control Management in an accounting environment.
- A good understanding of bookkeeping and accounting controls.
- Proven experience in an accounting package, SAGE Evolution will be advantageous, as well as MS Word, Excel, Google and Gmail.

Skills Proficiency:

- Emphasis on exceptional service delivery.
- Attention to detail and accuracy in all aspects of this position.
- Outstanding interpersonal skills (verbal and written communication) is essential.
- An excellent command of English (both spoken and written). Conversational isiZulu and Afrikaans will be an advantage.
- The ability to work independently under pressure and as a team player.
- Support the Christian ethos and values of the school.

Please complete the Application Form which can be found on the school website at www.stmarysdsg.co.za or [download here](#) and email to admin@stmarysdsg.co.za. Only electronic applications will be accepted. Shortlisted candidates will be contacted within 2 weeks after the closing date where your CV and relevant supporting documents will be requested. Should you not be contacted after the said date, please consider your application unsuccessful.

The closing date for applications: 25 October 2024

St Mary's is an equal opportunity employer. The School 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 and be cleared on the Sexual Offenders Register. By submitting your CV and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information, which the School undertakes to process strictly in accordance with the [Section 18 Informed Consent Document](#).