



# SANS SOUCI GIRLS' HIGH SCHOOL

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May 2024

## SCHOOL BURSAR - SGB POST - 01 JULY FOR 2024

Sans Souci Girls' High School requires an experienced, honest, person of strong integrity, who is organized, can relate well to people, has strong financial management skills, can work independently and with a team.

### REQUIREMENTS:

- A Post Matric Qualification in Accounting
- Be a SA Citizens or have Permanent Resident status
- Have at least a minimum of 5 years in accounting / bookkeeping experience
- Experience in Payroll would be an advantage
- Excellent skill in MS Word and MS Excel and MS Outlook
- Strong organizational and time management skills
- Meticulous and accurate with a high attention to detail
- Strong communication skill, written and verbal
- Be able to work with minimal supervision and have their own transport
- Previous experience in a similar role within a school would be an advantage

### RESPONSIBILITIES:

- Responsible for all school fees / (receiving, loading, reconciliation) and all school income, as well as managing the schools Petty Cash system
- Quarterly statements to parents
- Processing exemptions
- Management reporting packs for presentation to Finance Committee
- Accounts payable and receivable, monthly Quarterly & Annual reports
- Preparation for annual Audit and liaison with Auditors
- Quarterly returns for WCED - 043 and Bank reconciliations
- Monitor the annual Budget, Cash control, Banking and General administration tasks

### REQUIRED DOCUMENTS:

- Cover letter
- Detailed CV
- Certificated Copies of Identity Document and relevant qualifications
- Police Clearance
- Details of **THREE** contactable referees

Please submit the letter of application and all required documents to [office@sanssouci.co.za](mailto:office@sanssouci.co.za) by no later than 03 June 2024.

**NB! Only shortlisted candidates will be contacted for an interview**

