



**PINELANDS
HIGH SCHOOL**
Excellence | Leadership | Innovation

We are a diverse, progressive, high-functioning public school which seeks to employ professionals who are hard-working, resilient, passionate, and ready to immerse themselves in the holistic development of young people. The following permanent full-time SGB position is available immediately.

Finance Administrator

The successful candidate will display:

- Strong organisational skills
- Attention to detail and accuracy
- A good understanding of financial procedures
- Skills to work in a diverse student and staff environment
- Previous work experience in a public school environment
- Previous work experience in Pastel Accounting would be advantageous

The successful candidate will be responsible for:

- Assisting the Bursar and Business Manager with varied day-to-day finance related tasks such as maintaining the cash books and ledger accounts – capture of income and expenditure.
- Checking and preparing daily payment runs
- Locker programme management
- General Filing
- Any other ad hoc finance tasks assigned by the Bursar and/or Business Manager

Applications consisting of a Cover Letter, CV, certified copies of ID document and qualifications, and details of recent contactable referees should be addressed to: The Principal, Pinelands High School, Forest Drive, Pinelands, 7405 or emailed to applications@phs.org.za.

Closing date: 20 September 2024

Should applicants not have heard from the school by 4 October 2024, they may assume that their application has been unsuccessful.

We are recruiting