



PERMANENT FULL-TIME POSITION

BUSINESS MANAGER

Sound business judgement. Warm leadership. A commitment to young people.

**APPLICATIONS
CLOSE
13 NOV 2026**

We are recruiting

Pinelands High School is a diverse, progressive public high school committed to excellence in education and preparing young people for purposeful lives. We invite applications from suitably qualified candidates who combine financial and business acumen with warmth, integrity and enthusiasm for education.

Reporting to the Principal and School Governing Body (SGB) through the Treasurer, the Business Manager will provide strategic and operational leadership across financial management, campus infrastructure and facilities, human resources, statutory compliance and reporting, ensuring responsible stewardship of resources that supports teachers, students and the school's future.

KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Lead budgeting, financial planning, cash-flow and investment management, accounting and payroll.
- Oversee school fees, debt collection and fee exemptions.
- Prepare management accounts and annual financial statements; coordinate audits and maintain effective procurement, asset, stock and accounting-system controls.
- Oversee grants, bursary and designated funds, funds held for school-linked groups, and the financial administration of technology initiatives, tours, camps and events.
- Coordinate the annual budget approval process and related parent communications.

GOVERNANCE, COMPLIANCE AND REPORTING

- Maintain sound policies, procedures, internal controls and risk management practices.
- Ensure all applicable statutory and WCED submissions, reports and payments are accurate and completed on time, including those relating to finance, tax, payroll, employment, Employment Equity and Skills Development.
- Report to the Finance Committee and SGB and implement relevant resolutions.

CAMPUS INFRASTRUCTURE AND FACILITIES

- Oversee maintenance, repairs, security and occupational health and safety compliance.
- Coordinate capital development and refurbishment projects; manage contractors, service providers and agreements.
- Oversee insurance, facilities hire and school-shop operations.

HUMAN RESOURCES, EMPLOYMENT EQUITY AND SKILLS DEVELOPMENT

- Oversee employment contracts, onboarding, pre-employment screening, confidential personnel records, leave, employee benefits and staff appraisal processes.
- Support the Principal in employee relations and coordinate SGB and WCED recruitment, selection and appointment processes.
- Coordinate the work of the Employment Equity Committee and oversee Employment Equity planning, implementation and reporting.
- Coordinate Skills Development planning, Workplace Skills Plans, Annual Training Reports, relevant SETA submissions and grant applications, with specialist support where required.



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LEADERSHIP AND STAKEHOLDER ENGAGEMENT

- Lead, mentor and develop finance, administrative and relevant support staff.
- Build constructive relationships with staff, parents, learners, governors, suppliers and professional advisers.
- Support fundraising, funding proposals, donor reporting and sustainable income-generating opportunities.
- Promote teamwork, accountability, service and continuous improvement.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- A relevant degree or equivalent recognised tertiary qualification in Accounting, Finance or Business Management, supported by strong accounting competence.
- At least five years' financial or business management experience, including responsibility for budgets, financial reporting and staff leadership.
- Strong proficiency in accounting and payroll systems and advanced Microsoft Excel skills.
- Sound commercial judgement, analytical ability, and strong organisational and communication skills.
- The ability to coordinate facilities, HR and compliance functions, drawing on specialist advice where needed.

ADVANTAGEOUS

- A recognised professional accounting qualification or designation associated with SAICA, SAIPA, CIMA, ACCA or an equivalent professional body.
- Experience in a school, educational institution, non-profit organisation or public-sector environment.
- Experience with Sage Pastel accounting software and Sage Pastel Payroll.
- Knowledge of public-school governance, WCED reporting requirements, employment legislation, Employment Equity, Skills Development and occupational health and safety.

Specialist HR and school-sector knowledge may be developed in the role, supported by professional advisers.

THE PERSON WE ARE LOOKING FOR

Our ideal candidate will be organised, dependable and proactive, with high standards of integrity, accuracy and confidentiality. They will exercise sound judgement, manage competing priorities and work effectively both independently and within a collaborative leadership team.

Just as importantly, they will be warm and approachable: someone who listens well, leads with respect and brings a positive, willing spirit to their work. We seek a colleague who shares our values of respect, trust, integrity, courage, responsibility and embracing difference and who is excited by the opportunity to support excellent teaching and learning and help equip future generations.

APPOINTMENT DETAILS

Post: Permanent full-time

Commencement:

1 January 2027, negotiable.

Remuneration:

Competitive, market-related.

The role includes attendance at meetings and occasional school commitments outside normal working hours.

CLOSING DATE: 13 NOVEMBER 2026

Please submit:

- A covering letter explaining your suitability and interest in contributing to Pinelands High School.
- Your curriculum vitae.
- Copies of relevant qualifications.
- Contact details for 3 professional referees.

Attention: Mr Graham Sayer, Principal

Email to: principal@phs.org.za.

Pinelands High School is committed to employment equity and reserves the right not to fill the position. Only shortlisted candidates will be contacted. Appointment will be subject to satisfactory references, qualification verification and appropriate pre-employment screening.