



ST PETER'S COLLEGE

Senior Finance Manager

To commence: No later than 1 September 2021

St Peter's College is an independent Anglican Diocesan school for boys and girls from Grade 8 to Grade 12. The school was founded in 1998 to meet the demand for a co-educational high school in northern Sandton. St Peter's College offers an integrated and relevant South African high school education. St Peter's College is currently seeking to appoint a committed, reliable and hardworking Senior Finance Manager.

The Senior Finance Manager will have financial oversight over St Peter's College, St Peter's College Trust and Hillsun Development herein referred to as the College. Under the direction of the Headmaster, this role is accountable to the Finance Sub-Committee (therefore Council) in respect of its responsibilities for the financial oversight of the College. This will be done by providing financial guidance and support to relevant stakeholders to make sound business decisions. The role includes implementing policies and procedures to ensure effective financial management and governance as well as managing and analysing everyday financial activities while providing financial advice to the senior management team.

Qualifications and Experience required:

- Qualified Accountant with at least a BCom degree (NQF 7 or above)
- Professional Accounting designation preferred
- A minimum of 5 years' experience in a senior management role
- Experience in the preparation of financials in accordance with current South African regulations
- Experience in the management of payroll with relevant knowledge
- Experience in cash flows and monthly management reports
- Knowledge of strategic financial planning and benchmarking
- Experience in budget preparation and reporting
- Experience in goods and services procurement processes



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- Excellent working knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint), Pastel Evolution and SAGE VIP Payroll
- Sound knowledge of internal auditing best practices

Skills and Competencies:

- Ability to work at both a detailed and strategic level
- Excellent communication (verbal and written) and presentation skills
- Strong interpersonal skills
- Conscientious commitment to internal and external customer service
- Ability to prioritise and schedule workflows
- Robust reconciliation skills, troubleshooting ability and advanced problem-solving skills
- Highly numerate and able to analyse statistical information and interpret financial data to produce reports which can be understood by non-financial colleagues
- Commercial and business acumen
- Ability to deal empathetically with people at all levels and work with confidential matters
- Strong team player with exceptional EQ
- Excellent organisational and administrative skills
- Proactive, assertive and energetic
- Deadline driven and works well under pressure
- Willingness to participate in the broader life of the College and to contribute positively to the ethos of the College.



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St Peter's College offers a competitive TOTAL COST TO COMPANY remuneration package (inclusive of benefits) and an exceptional working environment. Interested candidates with the appropriate experience and qualifications should submit a letter of motivation and curriculum vitae, with the names of at least two referees to Ms. Batchelor at recruitment@stpeterscollege.co.za by **Friday, 16 July 2021**.

St Peter's College reserves the right to make an appointment prior to the closing date of this vacancy should a suitable candidate be found. You are therefore encouraged to submit your application timeously. The appointment of candidates is at the school's sole discretion which considers factors such as our Employment Equity Policy. Only South African citizens or people with a valid work permit need apply.

An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St Peter's College within 2 weeks of the closing date, please assume that you have been unsuccessful in your application.

Protection of Personal Information (POPI) Disclaimer

St Peter's College are committed to ensuring the confidentiality of personal information. By submitting your personal details and CV you acknowledge acceptance of this **disclaimer**. Your information will be used for the sole purpose of recruitment of the listed vacancy and the required statutory reporting. All reasonable measures will be taken to protect the information of applicants.