



## **SENIOR FINANCIAL MANAGER / BURSAR**

**To commence: 1 September 2018**

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.

### **JOB SUMMARY**

The College seeks to appoint an experienced, high level, Financial Manager who will be responsible for providing financial guidance and support to clients and colleagues in order to make sound business decisions. S/he will manage and analyse every day financial activities as well as provide financial advice to the senior management team. This is an Executive position reporting directly to the Headmaster. The role will be responsible for implementing policies and procedures to ensure effective financial management and governance.

### **KEY RESPONSIBILITIES**

- Manage and maintain the financial health of the College.
- Manage and develop effective administrative and financial management services, controls and policies.
- Maintain a strategic financial plan to track trends and requirements of the College Development Plan and forecast future budgets focusing on sustainability.
- Implement and communicate the development/strategic plan clearly.
- Manage Capex budgets and involvement in Capex building projects.
- Manage the purchase of supplies, equipment and services in accordance with College policies.
- Support and guide department heads on appropriate financial management.
- Monitor, manage and report on the school's risk profile.
- Report monthly on all relevant operational issues.
- Drive and manage the annual budgeting process for the College.
- Manage and develop direct reports.
- Lead on tax and VAT related matters.
- Working knowledge and compliance of all statutory legislation and regulations relating to financial control, financial management and accounting.
- Liaise and manage external audit planning and management.
- Ensure implementation and adherence to finance policies, procedures and systems across all departments.
- Review of contracts to ensure financial compliance and risk mitigation.
- Preparation of monthly management accounts "Actuals vs Budget" with commentary
- Planning annual finance calendar and setting up all governance meetings
- Attendance at quarterly finance committee meeting including taking of minutes and circulation to all members
- Member of Council and attendance of meetings

### **QUALIFICATIONS**

- Qualified Accountant (preferably a BCom/Compt). Candidates with relevant experience and a proven track record may also be considered.

## EXPERIENCE

- A minimum of 5 years' experience in a senior management role;
- Experience in the preparation and finalisation of accounts 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 and financial planning including activity costing and benchmarking;
- Experience in budget preparation and reporting;
- Experience in goods and services procurement processes;
- Excellent working knowledge of Microsoft Office (Word, Excel, Outlook, power point), Pastel Evolution and SAGE VIP Payroll;
- Knowledge of current practice of internal auditing.

## PERSONAL ATTRIBUTES

- Ability to work at both a detailed and strategic level – e.g. making payments and producing annual financial delivery plans etc.;
- Excellent communication (verbal and written) and presentation skills;
- Strong interpersonal skills;
- Conscientious commitment to internal and external customer service;
- Assertive, energetic and self-motivated;
- Deadline driven with an ability to work under pressure, prioritise and schedule workflows;
- Robust reconciliation skills, troubleshooting ability and pro-active 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 awareness;
- Strong attention to detail and an investigative nature;
- Analytical approach;
- Ability to deal empathetically with people at all levels and work with confidential matters;
- Excellent organisational and administrative skills;
- Strong team player with exceptional EQ.

Should you be interested in the above vacancy and meet the stipulated requirements, please submit completed application form, cover letter and CV to the HR Manager, Mrs D Meyer at [meyerd@stpeterscollege.co.za](mailto:meyerd@stpeterscollege.co.za) by **Wednesday, 4 July 2018**.

*St Peter's College reserve the right to make an appointment prior to the closing date of this vacancy should a suitable candidate be found. You are thus encouraged to submit your application timeously.*

The appointment of candidates is at St Peter's College's sole discretion, taking into account 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 us 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.