



## Assistant Bursar

The Finance Department at Kearsney College is seeking an experienced bookkeeper and administrator to fill the administration position of Assistant Bursar, effective from 17 October 2022. The Assistant Bursar plays a critical function in the administration of the school's finances. It is a diverse, hands-on role, reporting to the Commercial Director. The successful applicant will be working as part of a close-knit team.

### Key Responsibilities include (but are not limited to)

- General bookkeeping responsibility for Kearsney College Trust and the Greyhound Club;
- Cash book management;
- Journals;
- Balance sheet reconciliations;
- Banking correspondence and administration;
- Purchase order and budget management;
- School insurance;
- School tours and recoveries;
- Service provision in supporting employees and other departments;
- Trial balance and supplier query related investigations and resolutions;
- General assistant to the Commercial Director.

### Key Competencies include

- Excellent knowledge of Pastel;
- Bookkeeping and administration experience;
- Organised with good attention to detail;
- Strong emotional intelligence;
- Good communication skills and ability to communicate with people at all levels;
- Problem solving ability;
- Ability to use own initiative and to work independently.

Kindly forward a three-page CV **by Monday 19 September 2022** to: The Commercial Director, Kearsney College  
email: [lindsay@dixierecruitment.co.za](mailto:lindsay@dixierecruitment.co.za)

[www.kearsney.com](http://www.kearsney.com)

Kearsney College reserves the right to not make an appointment. An application does not entitle the applicant to an interview. Only short-listed candidates will be contacted. Applicants are advised that if they have not been within two weeks, please accept that your application has been unsuccessful.

*In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.*