



Grey College Secondary School Bloemfontein

VACANCY

ACCOUNTANT (GOVERNING BODY / DEPARTMENTAL)

Responsibilities:

To manage, control and render high quality administrative support service to Grey College and the Department of Education to promote effective education and training and to achieve the strategic objectives of the Department of Education.

Complete bookkeeping of Grey College Secondary School, Grey College Hostels and Grey College Management Body (Terrain expenses for both Primary and Secondary School)

Requirements

- Applicable degree (Finance, Accounting or Economics)
- Proven work experience as an accountant or similar role
- Excellent knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Time management skills
- Strong ethics, with an ability to manage confidential data

Applications must include a complete CV. Necessary certificates will be requested if needed.

Applications can be sent to Maryke Nolte at mnolte@gc.co.za

Closing date: 25 September 2017