



Grey College Secondary School Bloemfontein

## VACANCY

### DEBTOR'S CLERK & PAYROLL OFFICER

#### **Responsibilities:**

- Debtors
- Responsible for VIP payroll in collaboration with Human Resources Department
- Trusts: Process of transactions in Pastel
- Bursary administration
- Participate in financial audits
- Knowledge of financial regulations applicable to debtors and Human Resources (Payroll).
- Assist with budget preparation
- Assisting the accountant as needed
- General administration & filing

#### **Requirements:**

- Applicable degree is preferable (Finance, Accounting or Economics)
- Proven work experience as a Finance Officer / Debtor's clerk / Payroll officer or similar role
- Solid knowledge of financial and accounting procedures
- Knowledge of VIP payroll system
- Experience using financial software
- Good knowledge of MS Excel
- 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](mailto:mnolte@gc.co.za)

**Closing date: 25 September 2017**