



# WE ARE HIRING!

Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes. The Governing Body invites applications from suitably qualified and experienced persons for the following post:

## **FINANCE CLERK**

**To assume duty ASAP**

We require the services of an experienced finance clerk. The incumbent must be a team player and have the ability to work under pressure.

Responsibilities will include -

- Reconciling accounts
- Processing and reconciliation of Boarder insurance claims
- Preparing EFT payments
- General administrative duties as requested by the Accountant

Requirements: -

- Matric
- Recognised bookkeeping qualification
- Pastel Accounting qualification and experience
- MS Excel and Word
- Positive attitude and good communication skills
- Problem solver and meticulous attention to detail
- Previous school finance department experience an advantage

Suitably qualified applicants are invited to submit their C.V. with proof of qualifications to [hr@mcollege.co.za](mailto:hr@mcollege.co.za)

**Closing date for all applications: 16 April 2021**

Should you not have heard from us by **20 April 2021**, please assume that your application has been unsuccessful and no further correspondence will be entered into.

*Prospective employees are obliged to confirm (on an affidavit) that they have never been convicted of a sexual offence against a child or mentally disabled person as well as provide a police clearance certificate.*

**Maritzburg College reserves the right not to make an appointment.  
An application in itself does not entitle the applicant to an interview.**

Directing potential since 1863  
[www.maritzburgcollege.co.za](http://www.maritzburgcollege.co.za)



EST. 1863  
**MARITZBURG  
COLLEGE**