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MARITZBURG  
COLLEGE

# 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:

## **DEBTORS ASSISTANT (temporary until December 2024)**

The incumbent must be a dedicated, hardworking and self-assured individual, with the following competency profile:

- Must be able to work under pressure and consistently deliver accurate outputs.
- A high sense of responsibility and deadline driven.
- Proficiency in MS Office and Pastel Accounting.
- Accounting qualification and at least 3 years debtors experience.
- Knowledge of the South African School's Act will be an advantage.

Duties will include, but are not limited to:-

- Assisting with debt collection in whatever capacity is required (eg: reconciling debtors accounts, phoning for outstanding funds, etc);
- Assisting with General Invoicing of Tours and Events;
- Assisting with recording Bursary/Scholarship's awarded;
- Assisting with pupil movement and Pastel database maintenance;
- Keeping excellent records of all communications with debtors for future reference;
- Plus any other tasks within reason relating to Debtors.

If you are suitably qualified, please click on the following link to apply: <https://www.surveymonkey.com/r/QJGTCLR>

### **Closing date for all applications: 10 May 2024**

Should you not have heard from us by **15 May 2024**, please assume that your application has been unsuccessful, and no further correspondence will be entered into.

*Maritzburg College in line with POPIA will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*

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

