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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:

DEBT COLLECTIONS OFFICER

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 be deadline driven.
- Proficiency in MS Office and Pastel Accounting.
- Accounting qualification and at least 5 years debt collection experience.
- Knowledge of the South African School's Act and National Credit Act are a requirement.

Duties will include, but are not limited to:-

- Reconciling the debtors accounts on an ongoing basis along with the Debtors Manager; preparing monthly debtors reports for management;
- Monitoring overdue debtors accounts, contacting defaulting debtors for payments, setting up payment arrangements;
- Preparing delinquent accounts for legal action, and following up with the school attorneys with regards to all handed-over accounts, including preparing for quarterly meetings;
- Liaising with the Deputy Headmaster of Boarding with regards to delinquent Boarder debtors, and preparing letters of exclusion for defaulters;
- Keeping excellent records of all communications with debtors for future reference;
- Annual duties will include handling the Fee Exemptions process, from issuing forms to parents, review of submissions and preparation of recommendations through to compiling budgets and the reports for FinCom, SGB and KZNDOE.
- Prepare for the AGM, update the resolution, and prepare the year end circulars.

If you are suitably qualified, please click on the following link to apply: <https://www.surveymonkey.com/r/QJ3W2SG>

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.

