



POTCHEFSTROOM CENTRAL SCHOOL

95 Bayers Naude Ave, Potchefstroom, 2531; Private Bag X497, Potchefstroom, 2520
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ADMIN: FINANCES VACANCY

Potchefstroom Central School's Governing body has a vacancy available in the finance department. The successful candidate will be responsible for the following:

Job description

- Bank reconciliation
- Debtors' statements
- Debtor's invoicing
- Allocating payments to debtors
- Account assistance
- Supplier payments
- SGB salaries payments
- Petty cash
- General admin and finance assistance
- Handing over of debtors

Qualifications:

Experience in Accounting, Debtors and Creditors is compulsory. Formal qualifications will be an advantage.

General administrative duties will form part of your job description.

Closing date for application: 29 October 2021

Start date: 10 January 2022

Hand in a full CV at Potchefstroom Central School, or e-mail to finance@potchcentral.co.za

For more information please contact:

Mr C. J. van den Berg (Principal)

(018) 297 3846