

## **VACANCY**

### **Debtors/Exemptions Clerk**

**An opportunity exists for a motivated individual with Debtors experience to work at Sir Edmund Hillary Primary School in Kensington Johannesburg**

This is an SGB post.

Working hours: 06:30AM – 14:30PM

Starting date: Immediate

Remuneration - Experience Related

**Duties and Responsibilities will include but not limited to:**

- General administration pertaining to the debtors function
- Follow up timeously on payments (telephonic, sms, email, letters)
- Reconciling all debtors accounts
- Debtors queries handled
- Age analysis followed up daily
- Debtors reports compiled on request
- Monthly statements to debtors via email or post
- Hand-over of bad debt and follow up with debt collection agency
- School fee exemptions including reports and submissions to the GDE

**Minimum requirements are as follows:**

- Minimum Matric / Grade 12
- 2-3 year's job-related experience in debtors control preferably in a school environment
- Debt Collecting experience
- Accounting experience

**Skills/Attributes:**

- Attention to detail
- Strong numerical ability (accuracy)
- Strong communication skills (both written and verbal)
- Good computer skills (MS Word, Excel)
- Reconciliation experience
- Excellent interpersonal skills and able to work under pressure

Kindly forward your CV to [accounts@siredhillary.co.za](mailto:accounts@siredhillary.co.za)

Closing date for applications: 25<sup>th</sup> February 2022

Due to unsatisfactory applications we have had to adjust the closing date

If you have not had a response by 4<sup>th</sup> March 2022, please consider your application unsuccessful.  
The School Governing Body reserves the right not to fill this position if no suitable candidates apply