



JOB ADVERT ORANJEKLOOF PRIMARY

The **School Governing Body** seeks a bursar with exceptional bookkeeping skills:

Job Description: Bursar

Start date: January 1, 2018

Type of Post: School Governing Body (SGB)

Posts Offered: Permanent

Note: The successful candidates must be prepared to go through the selection process and will have to sign a contract with the SGB.

Key Responsibilities:

- Procurement
- Efficient general accounting practices
- Preparation of financial statements
- Payment of contract and governing body personnel.
- Fundraising
- Insurance
- Procurement

Qualification Criteria

- Matric
- Financial Administration
- MS office Suite (Excel)
- Computer literacy
- Bookkeeping
- Accounting software (Pastel)
- Ability to perform routine tasks
- Interpersonal skills
- Ability to file
- Ability to operate fax and photocopy machine
- Verbal communication skills for the helpful and polite communication of information
- Written communication skills for the writing of memos, letters, notes, and reports

To apply, candidates must submit:

1. Cover Letter of application
2. Detailed Curriculum Vitae (CV)
3. Certified copies of all documents reflecting qualifications
4. Certified copy of ID
5. Provide at least two references of employment not older than 6 months

To apply for this position please submit a motivational letter and your C.V. to SGB Secretary at oranjekloofsgb@gmail.com by **17 November 2017**. Please indicate your earliest available starting date. Should you have any additional queries, please email SGB Secretary.