



School Fees Bursar (GOVERNING BODY POST) with effect from 1st February 2023

Rondebosch Boys' High School invites applications for a suitably qualified and experienced:

School Fees Bursar

Starting date: 1st February 2023 or sooner

Only applicants who meet the following requirements will be considered:

Position Requirements

- A formal accounting qualification is advantageous
- Excellent knowledge of Sage Pastel & MS Office applications (eg: Excel, Word)
- At least 3 years prior experience in a similar Fees Bursar / Debtors role is essential, preferably in a school environment, supported by a proven track record
- Familiar with the SA Schools Act pertaining to school fees and exemptions
- Strong administrative skills
- Highest standards of integrity and honesty
- The ability to work independently & adhere to stringent deadlines
- Excellent verbal & written communication skills & all interactions to be conducted in a confidential & professional manner
- Ability to be assertive and firm with demanding "clients"
- Intimate knowledge of how a school is run

Job Responsibilities

- Maintain full responsibility for all accounts receivable processes, including annual invoicing and collections in accordance with school policies.
- Update and reconcile cash book receipts to bank statement
- Capture all receipts and payments to the Pastel accounting system / (School MIS)
- Set up debtor accounts in the Pastel accounting system / (School MIS)
- Distribution of monthly fee statements in Pastel / (School MIS) to parents
- Ensure accurate allocation of receipts to the correct debtor accounts and maintain accurate records.
- Perform regular and effective follow up on overdue accounts to collect payments in accordance with school policies.
- Perform all debtors related administration duties to ensure that monthly deadlines are met and collection targets achieved. This includes the preparation of required audit schedules and filing duties
- Follow up of accounts in arrears in accordance with the school's policies and procedures
- Follow up on completion and return of method of payment forms and debit order authorisation forms and WCED "tick box" form.
- Debit order management & collections
- Prepare debtors for handover to attorneys, including liaison regarding bad debts, or debt repayment arrangements
- Assist the School Bursar during the audit by providing the auditors with the requested information
- Pass necessary monthly journal adjustments as per School Bursar
- Issue exemption forms, follow up, ensure receipt of all required documentation and assess
- Liaise with parents regarding forms
- Scrutinise documentation and report findings to Business Manager

- Be available to attend meetings after hours from time to time with fee exemption applicant
- Liaise with Business Manager regarding approval / decline process
- Prepare letters to parents following approval / decline
- Journal entries to debtors' accounts once fee exemption approved
- Ensure compliancy with fee exemption conditions
- Submit annual return to WCED
- Produce annual tax certificates (S18A) for parents who make voluntary contributions / donations
- To continue personal professional development as agreed

Interested applicants should e-mail a short CV with a covering letter & details of at least two contactable references as soon as possible to the Business Manager, Mr Jonathan Brenner on:

jonathan.brenner@rondebosch.com

APPLICATIONS CLOSE: FRIDAY 13th JANUARY 2023

The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted candidates will be contacted.

All applications will be treated in strict confidence

Rondebosch Boys' High School, in line with POPIA (Protection of Personal Information Act), 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.

