



JEPPE HIGH SCHOOL FOR GIRLS

SCHOOL FINANCIAL MANAGER/BURSAR

THE STARTING DATE OF THE APPOINTMENT 1st of October 2025 or ASAP

Jeppe High School for Girls is a leading, high performing public school with a proud tradition of academic excellence, values-based education, and a commitment to empowering young women. We are looking for a full time Financial Manager / Bursar to take on a key professional role within our administration department.

This is a key leadership role responsible for driving sound financial management, regulatory compliance, and efficient operational support. The successful candidate will report to senior management and the school's governing structures and will oversee the finance team.

Position Details

- **Employment Type:** Full-time, Permanent
- **Working Hours:** Monday to Friday, 07:30 – 15:30
- **Reports to:** Business Manager
- **Team Leadership:** Direct management of 2 Debtors Clerks and 1 Creditors Clerk

Key Responsibilities

1. Salary Administration

- Manage and process all payroll functions including statutory deductions (UIF, PAYE, Pension) and returns.
- Work with SAGE Payroll to ensure accuracy and compliance.
- Support salary negotiations and contract finalisation in collaboration with the HR Manager.

2. Financial Oversight

- Oversee the school's full financial operations and systems.
- Approve expenditure based on physical verification and policy compliance.
- Manage external service providers and contract obligations.
- Liaise with insurance brokers and manage the school's asset register.
- Manage and maintain best practice financial management in co-ordination with the financial policy

3. Budgeting and Reporting

- Prepare and monitor the annual budget alongside the Business Manager.
- Generate monthly management accounts for the Senior Management Team (SMT) and School Governing Body (SGB).
- Ensure compliance with Gauteng Department of Education (GDE) reporting requirements.
- Manage payments to suppliers and assist with Learning and Teaching Support Material (LTSM) reporting.
- Liaise with auditors and provide audit-ready documentation.

4. Tax and Compliance

- Coordinate SARS reconciliations and returns.
- Maintain full compliance with tax legislation and financial regulations.

Qualifications & Competencies

- A tertiary qualification in Financial Management, Accounting or similar field.
- Proven experience in financial management and payroll, preferably in a school or similar environment.
- Strong budgeting and reporting skills, with experience presenting to senior leadership and governance structures.
- Proficient in financial software; SAGE Payroll and Ed-Admin experience is an advantage.

- Exceptional communication and interpersonal skills.
- Ability to manage a team and operate with integrity, accuracy, and accountability.
- Able to work independently in a fast-paced, deadline-driven environment.
- A collaborative leader with high levels of professionalism

HOW TO APPLY: Email careers@jeppegirls.co.za

- A comprehensive CV with covering letter and 3 references.
- Applications will be reviewed on an ongoing basis until the right candidate is identified. Only qualified candidates will be invited for interviews.
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SALARY: Negotiable depending on qualifications and experience.

Closing date: 1 September 2025

The school reserves the right not to fill the position. An application will not in itself entitle the applicant to an interview or appointment.