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Educating for life

Christian Brothers' College Boksburg

Konig Rd, Boksburg, Gauteng

011 917- 9518 | www.cbc.org.za

CASHBOOK CLERK

Christian Brothers' College Boksburg is an Independent Boys' School and is seeking a part time employee to join our financial administration team as a cashbook clerk. This position offers a unique opportunity for a newly qualified graduate or an inexperienced person to assume a part time position, two to three days per week from (07h30 – 15h00).

The successful candidate would be responsible for the following areas:

- The accurate allocation of cash on the company's main bank accounts
- Purchase requisitions, cashbook, creditors and ad hoc payments
- Prepare the required documentation and authorisation for payment.
- Extraction and distribution of bank statements to debtors clerks
- Maintain accurate reconciliation between bank statements and accounting process
- The bank balance and accounting system imports must be kept in balance at all times

The ideal candidate will be a dynamic person of integrity and vision with strong interpersonal skills, and have the following characteristics:

- Is able to set clear and appropriate goals that consider the bigger picture
- Achievement of consistent results and quality performance
- Analytical thinking, sound decision making, and rational analysis of situation

The following interpersonal traits would contribute meaningfully to the position and financial team:

- Ability to communicate effectively
- Develop team collaboration and understand the role of a team in accomplishing objectives
- Takes a cohesive and encouraging approach to team work

A formal accounting or bookkeeping qualification would be beneficial but not essential. Experience in a similar financial role (cashbook, creditors, debtors) would be beneficial. The successful candidate will need to be able to demonstrate proficiency with excel / google sheets, and be able to work accurately with data. The successful candidate should ideally understand, identify and contribute to the Catholic ethos and Christian values of the school.

Interested parties must send a detailed CV, a letter of application and the names of three contactable referees to the contact details below. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register.

Closing Date: 27 September 2024

Commencement Date: 1 January 2025

vacancies@cbc.org.za

Christian Brothers' College is an equal opportunity employer. The school reserves the right not to make an appointment. An application will not, in itself, entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. Please consider your application unsuccessful if we do not contact you.

In accordance with the POPI act, your personal information will be solely used for the purposes of this application and by submitting this CV you are consenting to this.