



St Catherine's School

BURSAR JANUARY 2027

St Catherine's School is a co-educational Catholic day school situated in Parkhill Gardens, Germiston. The school was established in 1908 by the Newcastle Dominican Sisters and educates pupils from Grade 000 to Matric. The school is registered with the IEB and is a member of both ISASA and the Catholic Schools' Office. St Catherine's aims to be a leading provider of quality education on the East Rand.

The Management of the School wish to appoint a Bursar to oversee the day-to-day operation of the school's financial function. The successful applicant will report to the Head of School, with whom they will have a line relationship and account to the Finance Committee alongside the Head of School. The Bursar is required to perform multiple tasks effectively and to meet deadlines as they pertain to the school's finance function. The potential candidate must therefore be self-motivated; detail orientated and have the ability to work accurately under pressure. A sound knowledge of relevant legislation is also essential. Ultimately, he/she should ensure the smooth financial and operational management of our school, in compliance with relevant regulations.

Responsibilities:

- Oversee day-to-day finance management
- Manage accounts payable and receivable
- Oversee the collection of tuition fees
- Submit monthly management accounts to Fincom for approval
- Oversee the payroll and related matters
- Manage all financial procedures
- Liaise with local authorities
- Prepare financial reports to present to the Head of School and Phase Principals, on performance and budget
- Manage the Group Benefit Scheme and the requirement with regard to staff
- Reconciliations
- Year-end audit and liaising with auditors
- Attending termly board meetings and monthly FinCom meetings
- Prepare finance portion of board pack for board meetings
- Draft and review existing and new financial policies

Requirements and skills

- Proven work experience as a Financial Officer or similar
- Computer literacy (MS Word, Excel, Pastel and Sage Payroll)
- Strong financial management skills
- Knowledge of accounting procedures and best practices (IFRS and ISASA)
- Familiarity with budget preparation and cash flow management
- Sound time management skills with an ability to prioritize effectively
- Excellent analytical skills, and experience with creating reports and presentations
- Degree in Accounting is essential
- A minimum of five years' experience is required, preferably in a school setting
- A willingness to uphold the Catholic ethos of the school is essential

The applicant should include the following:

- A Current CV
- The names and details of 2 contactable references

Please submit your application to:

cv@stcatherines.org.za

Closing Date: 16th October 2026

The appointment of the candidate is at the sole discretion of St Catherine's School. An application will not in itself entitle an applicant to an interview or appointment. Failure to meet the minimum requirements of the post will automatically disqualify candidates from consideration. Only short-listed candidates will be contacted.

St Catherine's 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 recognizing and accepting this disclaimer.



31 Piercy Avenue, Parkhill Gardens, Germiston



headofschool@stcatherines.org.za



www.stcatherines.org.za