

PRETORIA HIGH SCHOOL FOR GIRLS
(School Governing Body Post)



SCHOOL FEES DEBTORS CLERK

Applications are invited for the above-mentioned position for an enthusiastic and innovative person with the relevant qualifications and experience to manage the debt collection in the school. The preferred **date of assumption of duty is 01 September 2023** unless by mutual agreement.

Post Requirements:

- Follow-up on outstanding school fees accounts
- Receive school fee payments
- Handover of accounts to attorneys for collections
- Correspond with parents regarding school fee accounts
- Blacklist accounts in arrears to the credit bureau
- Liaise with parents, learners and the public
- Report monthly statistics

Essential Requirements:

- Matric/Grade 12 and financial qualification will be an advantage
- Extensive knowledge of Microsoft Office Suite, +D6 Finance Module, Jumping Fox, Debt collecting software and other financial office tools are essential
- Debt collecting experience in a school environment will be an advantage
- Proficient in the English language with good organisational skills and have a sound work ethic.
- Ability to work well under pressure
- Excellent administration experience
- Attention to detail is vital
- Target driven individual
- Customer service driven
- Ability to handle highly confidential matters

The school offers you:

- A dynamic work environment
- A competitive remuneration package

Click [here](#) to apply

Closing date for application: 11 August 2023

Please include 3 recent contactable references, one of which must be from the current place of employment and in a senior management position.

Pretoria High School for Girls, in line with POPIA will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information, but it will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

*Pretoria High School for Girls is an equal opportunity employer.
Should you not receive correspondence from us by 30 September 2023 please accept that your application was unsuccessful. Only suitable qualified and experienced applicants will be considered. The School Governing Body reserves the right not to make an appointment.*