

POSITION: FINANCIAL MANAGER (bursar and HR manager)

Raphaeli Waldorf School is seeking a pro-active, highly professional individual to provide a management and supervisory role to the entire Administration and Operations area of our school.

Key responsibilities:

- Proficient understanding of and experience with financial sustainability and budget development
- Be responsible for the day-to-day control and supervision of all financial transactions including payroll, fundraising, debt retrieval etc.
- Recognized human resource skills and capacity to work collaboratively:
- Manage staff and day to day running of our school
- Represents the school at all non-pedagogical levels required, to both governmental and non-governmental institutions to build legitimacy and to ensure ongoing licence to operate.
- Proven capacity to manage thoughtfully and effectively, to delegate wisely and to interact with the faculty, board, and parent body to build a community based on trust and transparency.
- Excellent communication skills, an ability to build authentic relationships that are both personable and professional.
- Ability to ground and implement the school's vision at an operational level.
- Ability to meet the challenges of a multi-faceted job.

*** A full job description will be provided before an interview is scheduled.

EDUCATION / EXPERIENCE:

The individual is expected to have at least a suitable qualification and/or accounting background with financial experience where such experience, preferably, includes:

- Previous experience within the accounting department of an Independent School or experience in an Accounting Department of a comparably sized organisation
- Accounting, Cash Flow Management, Debtors Management and Contract Management experience (financial element);
- Experience in Administration and Payroll Management;
- Thorough knowledge and experience in Pastel Accounting is required, as is experience in the preparation of managerial level reports.

Please submit a well-written covering letter, CV and 2 testimonials and 3 contactable references to Kirsten: admin@raphaeli.co.za.

DEADLINE: 15 March 2019