

RIVIERA PRIMARY

School Governing Body

6 Rose Street • Riviera • Pretoria • 0084

Tel: 012 945 3964

Email: info@rivieraprimery.org

Website: www.lsriviera.co.za



The following SGB Position is available



Post Reference
Number:
SGB 2025/02

FINANCIAL OFFICE: Debtors Clerk

ASSUMPTION OF DUTY: 1 JANUARY 2025

QUALIFICATIONS:

A relevant qualification in accounting, finance, or business administration can be advantageous

JOB DESCRIPTION:

Duties include but are not restricted to:

- Distribution of statements
- Keep record of payments and determine overdue accounts
- Collection and handover of arrear school fees
- Processing of exemption applications

KEY COMPETENCIES:

- Good organizational, interpersonal & communication skills
- Experience and/or knowledge of SASAMS and Principal Primary School Administration Systems
- Computer literate (MS Word, Excel, Outlook etc.)
- Professional
- Able to organize and plan
- Attention to detail
- Innovative
- Reliable
- Loyal
- Own transport

Applications close: Friday, 8 November 2024 @ 12:00

Please complete the online application form @ www.lsriviera.co.za and send your application form and CV for attention to Ms N Breet. **Use the post reference number in the subject line.** At least 2 relevant references are important.

Email: recruitment@rivieraprimery.org

Please consider your application unsuccessful if you do not hear from us within 7 days after the closing date for the applications. The SGB reserves the right to withhold an appointment if no suitable candidate is identified.

NO CV WILL BE CONSIDERED WITHOUT THE APPLICATION FORM.