

**Fairmont High School
Credit Controller
(Start date: 1 January 2010)**



Fairmont High School, a top English medium school based in Durbanville is offering, due to restructuring, an opportunity for a mature independent individual who will be responsible for maintaining the master file, handle school fee billings, cash receipts, manage individual debtors' balances, processing financial assistance applications, etc. The ideal person will be meticulous, precise and have the ability to work independently.

The skills and qualifications required for the post include the following:

- Grade 12;
- a financial background in bookkeeping;
- computer literacy (MSOffice, Excel, Email and Pastel Accounting);
- Bookkeeping skills to Trial Balance;
- School experience would be advantageous, but a wide general commercial sector experience would also suffice;
- A high level of integrity;
- The incumbent will have an attention for detail; and
- Be proficient in English and Afrikaans to communicate on all levels.

Remuneration:

A negotiable remuneration package will be offered considering experience and background. Benefits will adhere to typical benefit structures in place for SGB appointed employees at the school.

Closing date: 15 November 2009

Please send your CV for attention to the Principal:

E-mail: principal@fairmont.co.za.

Telephone: (021) 976-1147 or

Fax: (021) 976-8735.

Please consider your application unsuccessful should you not hear from us. Fairmont High School reserves the right not to make an appointment.