



VACANCY FOR FINANCIAL ASSISTANT TO THE BURSAR
AT LEICESTER ROAD SCHOOL

- **Name of school:** *Leicester Road School*
- **City/town/suburb:** *Kensington Johannesburg*
- **Post requirements :** Financial Assistant to the Bursar
- Energetic self-motivated and able to use their own initiative. Good people and communication skills. Good organisational and administrative skills. Must be a team player.
- **Other requirements:** Financial background in school finances and debt collecting. Good knowledge of Microsoft Office (Word and Excel). Knowledge of Edupac would be an advantage.
- **Qualifications:** Senior certificate with accounting, Diploma in Bookkeeping / Financing Accounting. Experience with Finance / Bookkeeping.

Employer: School Governing Body

- **Nature of the appointment:** *temporary, permanent:* Permanent
- **Period of appointment:** 9th July 2024 (3rd term)
- **Contact details - telephone** (011) 615 7328/9.
- **Closing date for applications:** 24th MAY 2024 – no late applications will be considered
- **Applications and enquiries should be submitted to:** the Principal
- Interested candidates should include a covering letter, CV and 2 recent references, to be hand delivered to Leicester Road School , Derby Road, Kensington at the Security gate, or by email to pa@lrschool.co.za