



VACANCY FOR FINANCIAL ASSISTANT TO THE BURSAR  
AT LEICESTER ROAD SCHOOL  
FROM 1<sup>ST</sup> MAY 2026

- **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:** 1<sup>ST</sup> MAY 2026
- **Contact details - telephone** (011) 615 7328/9.
- **Closing date for applications:** 24<sup>th</sup> APRIL 2026 – 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](mailto:pa@lrschool.co.za)