



PIETERMARITZBURG GIRLS' HIGH SCHOOL - ADMINISTRATIVE JOB PROFILE

FINANCIAL MANAGER

Pietermaritzburg Girls' High School is a leading school for girls, providing education from Grade 8 to Grade 12. The school has consistently been rated as one of the Top 25 public schools in South Africa. The school was founded in 1920 and continues to provide an outstanding education for young women in the academic, cultural and sporting fields.

The Finance Manager (FM) is responsible to plan, direct and oversee the school's financial activities and to develop the financial business objectives, overall financial policies, procedures and practices. Their role is to extract and interpret information from financial records, advise on strategic direction, advise managers on daily financial decisions of the school, advise the Finance Committee and Governing Body, control the working capital of the school, ensuring that information with regard to debtors, creditors and stocks is maintained. A key area is the management of the debtors, collections and exemptions for the financial well-being of the school. The FM supports financial decision-making information by collecting, analysing, investigating, and reporting financial data on a monthly basis.

The position is a full-time position starting on or before **1 May 2026**.

General description of the position:

The incumbent will oversee the Financial Management function of the school, which include, but are not limited to:

- Manage the financial well-being of the school and the overall records of the school.
- Contribute to setting, reviewing and implementing the overall school strategy, improving controls and procedures.
- Prepare, develop and maintain long-term finance strategies, and policies aligned to the overall strategy.
- Lead and manage daily financial operations, ensuring adherence to school policies and deadlines.
- Undertake and oversee the budgeting, forecasting, and financial planning processes.
- Prepare and present monthly management accounts for the Finance Committee.
- Improve, design, develop and maintain the key financial functions relating to:
 - a. Financial management
 - b. Debtors management
 - c. Payroll management
 - d. Annual budgeting process
 - e. Risk management
 - f. Annual audit

PIETERMARITZBURG GIRLS' HIGH SCHOOL

- g. Financial reporting
- h. Compliance
- Supervise and develop finance department staff, ensuring performance management and team alignment.
- Ensure a motivated work environment that supports productivity and accountability.
- Support ad hoc financial tasks and administrative functions as needed.
- To perform various school duties, including attending after hours, weekend and holiday meetings, events, functions and other school-related duties when required.

Necessary qualifications and skills would include:

- Completed relevant accounting degree and SAICA articles.
- Registered and qualified CA (SA) would be an advantage.
- A minimum of 5 years financial management experience at an executive level.
- Experience with Pastel Accounting, report writing and a strong proficiency in Excel.
- Experience with schools and knowledge of the South African Schools' Act (SASA) would be an advantage.
- Proven people management skills and experience leading teams.
- An ability to think strategically and to plan effectively.
- Outstanding inter-personal skills.
- High standards of integrity, confidentiality and reliability.
- A recent police clearance certificate is required.

Applicants would need the following personal attributes:

- Excellent communication and presentation skills.
- Commercial and business awareness.
- Deadline driven with an ability to work under pressure, prioritize and schedule workflows.
- A friendly and approachable demeanour, a positive, cheerful disposition and a "can do" attitude. An enthusiasm for teamwork is essential.
- An ability to be a self-starter and work well independently as well as collegially.
- An ability to take initiative, and responsibility for tasks, and be accountable as needed.
- A methodical and organised approach to work with attention to detail.

Interested applicants are invited to submit a CV of no more than four typed pages indicating qualifications, previous work experience and at least two traceable references to:

The HR Manager at recruitment@ghspmb.co.za

CLOSING DATE FOR APPLICATIONS: 22 MARCH 2026

Pietermaritzburg Girls' High School reserves the right not to fill this position.

PIETERMARITZBURG GIRLS' HIGH SCHOOL

Tel: 033 386 9271 | admin@ghspmb.co.za | www.ghspmb.co.za

186 Alexandra Road, Scottsville, Pietermaritzburg, 3201 | Private Bag X5, Scottsville, 3201