



PIETERMARITZBURG GIRLS' HIGH SCHOOL - ADMINISTRATIVE JOB PROFILE

FINANCIAL MANAGER

Pietermaritzburg Girls' High School (GHS) is a leading school for girls, providing education from Grades 8 to 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 GHS'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, and ensure that information regarding 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 August 2026**.

General description of the position:

The incumbent will oversee the financial management function of the school, which includes, but is not limited to:

- Manage the financial well-being of GHS and the overall records of the school.
- Contribute to setting, reviewing and implementing the overall school strategy, improving controls and procedures.
- 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 and policies relating to:
 - a. Financial management
 - b. Debtors management
 - c. Payroll management
 - d. Annual budgeting process
 - e. Risk management
 - f. Annual audit
 - g. Financial reporting
 - h. Compliance
- Supervise and develop finance department staff, ensuring performance management and team alignment.

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

- Support *ad hoc* financial tasks and administrative functions as needed.
- Perform various school duties, including attending after hours, weekend and holiday meetings, events, functions and other school-related duties when required.

Necessary qualifications and experience would include:

- A recognised tertiary financial accounting qualification such as a BComm degree.
- Financial management experience in a similar role.
- Experience with Pastel Accounting, and a strong proficiency in Excel.
- Experience with schools and knowledge of the South African Schools' Act would be an advantage.

Note: A recent Police Clearance will be required by shortlisted candidates.

The following personal attributes and skills would be an advantage:

- Excellent communication and presentation skills.
- An ability to think strategically and plan effectively.
- Commercial and business awareness.
- Deadline driven with an ability to work under pressure, prioritize and schedule workflows.
- High standards of integrity, confidentiality and reliability.
- A friendly and approachable demeanour, a positive, cheerful disposition and a "can do" attitude.
- An ability to be a self-starter and work well independently.
- 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 (1) a covering letter summarising their necessary qualifications and experience and relevant personal attributes and skills, and (2) 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: Sunday, 21 June 2026 at midday.

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