



Founded 1922

HERSCHEL
GIRLS SCHOOL

Herschel Girls School, founded in 1922, situated in Claremont, Cape Town, is an inclusive independent Anglican school for girls from Pre-Nursery to Grade 12 which welcomes pupils and staff from diverse cultural backgrounds.

Herschel is committed to transformation and is an equal opportunity, affirmative action employer that gives preference, where appropriate in accordance with its Employment Equity Plan, to candidates from the designated groups. The School reserves the right not to make an appointment. Failure to meet the requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Please note no faxed applications will be considered and only short-listed candidates will be contacted.

Herschel Girls School seeks to appoint a

FEES OFFICER

to commence duties as soon as possible.

The retirement of the incumbent Fees Officer at the end of the year allows for this opportunity to be part of a dynamic and excellent staff and school, and in a department committed to offering the highest quality professional administrative support to our stakeholders.

The successful applicant will have proven experience in invoicing and debt collection, excellent communication skills, be assertive yet respectful, deadline driven and able to enhance the role through innovation.

Key responsibilities include:

- Invoicing and statement generation after engaging with various departments
- Daily processing of receipts and reconciling bank accounts
- Managing fee collection, including debit orders, and applying policy regarding arrear accounts
- Liaison with parents, including signing of enrolment contracts, query resolution, and updating database information
- Ad hoc duties as a key member of the finance department

The following competencies are essential in the candidate we seek:

- A tertiary accounting certificate or diploma
- The ability to work with MS Office (Excel, Word and Outlook), and accounting and administrative software
- Excellent administration, time management, multi-tasking and organisational skills
- Excellent written and verbal communication skills
- A team player that is analytical, accurate and solution-driven

Candidates should complete all the details in the form found at this link [Fees Officer Application Form](#). However, should you not have access to the Google form, please email a letter of application (sent as an attachment), accompanied by a comprehensive CV, three contactable references and a Police Clearance certificate, to the following email address feesvacancies@herschel.org.za by Friday, 28 October 2022.

Herschel Girls School, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.