

CBC Boksburg



SENIOR DEBTORS CLERK

Christian Brothers' College Boksburg is a Premier Independent Boys' School on the East Rand of Johannesburg. It is seeking a dedicated, organised and detail orientated Senior Debtors Clerk to join our finance team. The successful candidate must display positive energy, a strong work ethic and integrity in the position of Senior Debtors Clerk of the College. This individual will report directly to the Bursar.

The ideal candidate will have outstanding organisational and people management skills. It would also be beneficial for candidates to have experience working in complex departments and dealing with debtors. A key aspect of this role will be outstanding communication skills and an ability to interact well with debtors. The role provides essential financial support to the Bursar's Office, and contributes to the efficient management of the College's debtor accounts and financial processes.

Key Responsibilities of the Position:

- Manage and maintain debtor accounts, including allocating receipts, and reconciling customer accounts.
- Monitor outstanding accounts and follow up on overdue payments in a professional and timely manner.
- Process and reconcile daily banking and account receipts.
- Prepare debtor statements and communicate with parents, guardians, and other account holders regarding account queries and outstanding balances.
- Actively following up on outstanding accounts via calls, e-mails and reminders; negotiating structured payment plans with parents; and tracking broken payment arrangements in accordance with school credit policies.
- Performing daily and monthly reconciliations of the accounts receivable ledger, accurately matching and allocating direct deposits, EFT payments and debit orders to individual student accounts.
- Assist with general financial administration and support month-end debtor reconciliations.
- Maintain organised financial records and filing systems.
- Handling parent billing queries, dispute resolutions, and fee negotiations professionally and empathetically while maintaining positive client relationships.
- Preparing age-analysis reports, debt recovery status reports, and cash-flow projections for the Bursar, as well as assisting with annual audit schedules.
- Ensure compliance with the College's financial policies, procedures, and relevant regulatory requirements.
- Identifying chronic default accounts, preparing documentation for handovers to attorneys or collection agencies, placing enrollment holds on unpaid accounts in consultation with management, and monitoring legal recovery processes.
- Perform ad-hoc administrative and / or financial tasks as required by the Headmaster or Bursar.

Qualifications and Experience:

- Diploma or Bachelor's Degree in Accounting, Finance, Bookkeeping, or a related field (or a Credit Management Qualification/NQF Level 5 – 7).
- Minimum of 3 to 5 years' hands-on experience in a full-function debtors/accounts receivable and debt collection role.
- Sound understanding of basic accounting principles and debtor/accounts receivable processes.
- Proficiency in Microsoft Office, particularly Excel and / or Google Sheets, and experience with accounting software.
- Strong organisational skills with excellent attention to detail and accuracy.
- Ability to prioritise tasks, meet deadlines, and work both independently and collaboratively.
- Excellent written and verbal communication skills, with the ability to interact professionally and courteously when discussing account matters.
- Previous experience in debtors, accounts receivable, retail administration, stock control, or similar finance/administrative role will be advantageous.

Closing Date: 7 September 2026

Commencement Date: 1 October 2026 or as negotiate

Interested parties should send a detailed CV, a letter of application and the names of three referees to vacancies@cbc.org.za. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register.

Christian Brothers' College is an equal opportunity employer. The school reserves the right not to make an appointment. An application will not, in itself, entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. Please consider your application unsuccessful if we do not contact you.

In accordance with the POPI act, your personal information will be solely used for the purposes of this application and by submitting this CV you are consenting to this.

<http://www.cbc.org.za>