

HOËRSKOOL BIRCHLEIGH IS HIRING

Job Title: Accountant

CLOSING DATE: 09 SEPTEMBER 2025 @ 14H00

Education:

Degree or diploma in Accounting/Internal Auditing

Age: 25 – 50yrs

Experience / Background Preference:

1. Candidates will ideally have no less than THREE years of public accounting and/or private industry experience with knowledge of accounting, finance and internal controls.
2. Strong data analysis skills coupled with experience.
3. Experience in Asset Management.
4. Understanding of internal control concepts and experience in applying them to plan, perform, manage and report to SGB on the control environment.
5. IT Audit Background will be highly advantageous.
6. Understanding of internal auditing standards and risk assessment practices.
7. Understanding of the technical aspects of accounting and financial reporting.
8. Understanding of basic compliance and monitoring functions in the school environment.
9. Exceptional computer skills particularly with regard to Excel word, PowerPoint, pastel, etc.
10. An excellent command of English and one or two African languages, both written and verbal, is a requirement of the role.
11. Undertake Ad-hoc management requests - Ad-hoc and special request to be managed without compromising the approved internal audit plan

Key Competencies - The successful candidate will need to demonstrate the following:

1. Strong planning and organization skills.
2. Analytical and problem-solving skills.
3. Self-assurance and a confident manner.
4. Excellent interpersonal and communication skills, both verbal and written.
5. Established negotiation skills.
6. Strong presentation skills.
7. A highly experienced person who shows initiative and assumes responsibility for projects.
8. Ability to work independently, with limited direction and guidance.
9. Proven ability to operate independently and exercise significant latitude for independent judgement, discretion, and action.
10. Ability to prioritize and handle multiple tasks within strict time frames within a fast-paced environment.
11. High energy levels.
12. Strong attention to detail.
13. The ability to build strong relationships with team members.

IF YOU HAVE NOT HEARD FROM US WITHIN TWO WEEKS OF CLOSING DATE, PLEASE CONSIDER YOUR APPLICATION UNSUCCESSFUL.

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