JOB VACANCY: BURSAR – DEBTORS CLERK

Westville Boys' High School (WBHS) is seeking a dedicated and experienced **Bursar – Debtors Clerk** to join our finance team. This vital role focuses on the management of student billing, collections, financial reporting, and related administrative functions for both the school and boarding establishment.

Requirements

- Minimum 5 years' experience as a Debtors Clerk
- 3 years' experience in fee collection and account reconciliation
- Previous experience as a school bursar is an advantage
- Matric with Accounting as a subject
- Proficiency in accounting software (EdAdmin preferred)
- Competent in Excel, Word and Karri system
- Full job description attached.

Ideal Candidate Attributes

- Logical, methodical, and organised
- Exceptional attention to detail
- Diplomatic and confident in dealing with fee-related discussions
- Resilient under pressure and a strong team player

How to Apply

Please peruse the attached job description.

Interested candidates should submit a detailed CV and cover letter to vacancy@wbhs.co.za by 2pm on Wednesday, 28 May 2025. Please include "Bursar – Debtors Application" in the subject line.

Only shortlisted Candidates will be contacted.

The School reserves the right not to make an appointment.

Join a school community that values professionalism, accountability, and a commitment to excellence in education.

WESTVILLE BOYS' HIGH SCHOOL - JOB DESCRIPTION: BURSAR: DEBTORS CLERK

BURSAR		
Employed by: WBHS SGB	**Reports to:** Financial Manager Commercial Director / Headmaster	**Updated:** 15/05/2025
Purpose of the job:	To manage the full debtors function, ensure the accurate and timeous recording of financial matters, payment of accounts to the school and the overall functionality of the bookkeeping, fee collection, procurement and payment functions for both the school and boarding establishment.	
Key Performance Fields:	Administering student billing, bookkeeping services and related management of finances, procurement and reports in the school and boarding establishment.	
Main Description	**Sub Description**	
1. Bookkeeping	1.1 Control of all debtors: school fees, boarding fees and any other fees or income due to the School.	
	1.2 All payments related to debtors	
	1.3 Accurate journal entries relevant to Debtors	
2. Receipting and Recording	2.1 Receipting of school, boarding, tour, and other related fees	
	2.2 Managing various payment methods: cash, credit card, etc	
3. Debtors' Control	3.1 Dealing with all queries pertaining to Debtors' Accounts on EdAdmin & Karri	
	3.2 Sending out the School Fee Commitment forms to all existing pupils.	
	3.3 Ensuring receipt of all fee commitment forms together with all documents	
	3.4 Ensure all new Grade 8 School Fee Commitment forms are received and checked	
	3.5 Send out assistance applications, run assistance meetings and analyse applications. Apply assistance and notify parents.	
	3.6 Meeting with parents in regard to fees as required.	
	3.7 Liaison with auditors, attorneys, and debt collectors	
ED- admin	3.8 Amend all new payment methods and categories on the system.	
	3.9 Amend and update all new classes (Grade 9-12)	
	3.10 Charge annual school fees	
	3.11 Raising of fees and allocation of account numbers	
	3.12 Control of rebate applications and administration of rebates	
	3.13 New accounts and fee statements	
	3.14 Invoicing Debtors	
	3.15 Removal of names of leavers from the system	
	3.16 Follow- up on overdue payments of school fees	
	3.17 Run monthly statement and manually check all statements	
	3.18 Follow up on boarding establishment payment forms and collections	
	3.19 Credit early payment discounts for school fees and boarding	
Karri	3.20 Upload payment schedules and manage collection on Karri	
	3.21 Collect Gr 10,11 and 12 Art Fees	
	3.22 Collect monthly Bus Fare Accounts	
	3.23 Collect tour fees, locker fees and any other income	
	3.24 Updating and posting between Karri and EdAdmin	
	3.24 Reconcile and follow up for payments	
	3.25 Provide monthly reports for Governing body	
4. Brave Academy	4.1 Ensure commitment forms are sent out and received back	
	4.2 Ensure pupils enrolled on EdAdmin system	
	4.3 Raising of fees and payments	
	4.4 Reports to Governing body	
5. Reporting	5.1 Collating monthly financial reports for Governing body	
	5.2 Regular updates on debtor status and rebates	
6. Debit orders	6.1 Run bi-monthly debit orders in Bank and update in EdAdmin	

	6.2 Amend or alter returned debit orders / queries
	6.3 Process returned debit orders
7. Scholarships and bursaries	7.1 Maintain schedule of scholarships awarded on EdAdmin
	7.2 Check and credit all scholarships
	7.3 Liaise with Admissions
8. Tours and excursions	8.1 Financial control of tours/excursions etc.
	8.2 Collect and collate records for money paid in for tours
	8.3 Liaise with tour coordinator on a regular basis concerning problem payers and non-receipt of payments
9. Other	9.1 Process debit orders for Educational Trust
	9.2 Score financial aspects of new applications with Admissions
10. Collegiality and development	10.1 Assistance in emergencies, during staff absences, etc.
	10.2 Support for colleagues under pressure of workload
	10.3 Any other tasks of which you are capable or for which you are qualified by skill, experience or knowledge and which are legitimately delegated to you by a person in management
11. Requirements	11.1 Minimum 5 years' experience as a Debtors Clerk 11.2 Experience as a School Bursar would be an advantage 11.3 Minimum 3 years' experience with Collections 11.4 Matric (with accounting as a subject) 11.5 Knowledge of an accounting package (EdAdmin would be an advantage) 11.6 Excel/Word & Karri proficiency 11.7 Soft Skills • Logical, methodical and organised • Excellent attention to detail • Diplomatic in dealing with difficult customers • Resilient • Confident