



MICHAELHOUSE

VACANCY ~ FINANCIAL MANAGER

Founded in 1896 and set in the KwaZulu-Natal Midlands, Michaelhouse is a leading Anglican Independent senior Boarding School for boys from Grade 8 to Grade 12.

Michaelhouse invites applications from individuals for the pivotal role of Financial Manager. Reporting to the Financial Director, this key role is responsible for the full spectrum of financial operations, including planning, budgeting, reporting, compliance, and leading a committed finance team.

Commencement date: 01 July 2025

RESPONSIBILITIES (DUTIES INCLUDE, BUT ARE NOT LIMITED TO):

- Lead and manage daily financial operations, ensuring adherence to school policies and deadlines
- Oversee budgeting, forecasting, and financial planning processes
- Prepare and present monthly management accounts and quarterly reports for the Finance Committee
- Manage the annual audit and prepare annual financial statements for the school and associated entities
- Maintain and oversee the general ledger, trial balance, and financial reporting systems
- Ensure accurate and timely creditor payments and debtors' management
- Oversee bank accounts and cash flow, including international payments and petty cash administration
- Administer financial aspects of school trusts, including donor reporting, S18A tax certificates, and financial statements
- Provide financial input for strategic decisions, committee meetings, and Board packs
- Supervise and develop finance department staff, ensuring performance management and team alignment
- Ensure a motivated work environment that supports productivity and accountability
- Support ad hoc financial tasks and administrative functions as needed

QUALIFICATIONS & EXPERIENCE:

- A relevant Accounting degree
- Minimum 5 years' experience in a financial management or accounting role
- Hands-on experience with Sage Evolution (or similar) and strong proficiency in Excel, Outlook, and Word
- Proven people management skills and experience leading teams
- A recent police clearance certificate is required

SKILLS & COMPETENCIES:

- Strong financial acumen with attention to detail
- Excellent communication and interpersonal skills
- Sound knowledge of financial planning and controls
- Ability to manage multiple priorities, meet deadlines, and work independently
- Commitment to confidentiality and data integrity
- Experience in performance management and team development

IMPORTANT CONDITIONS:

- This is a non-residential position; applicants must live within a reasonable commuting distance of Michaelhouse.
- Working hours are 08h00 – 16h00, Monday to Friday. Due to the nature of the role it will be a requirement, on occasion, to work after hours.
- Annual Leave: 30 days

To apply: Complete the online application form at: <https://forms.gle/LtX4bxsmZhBTs9JE6>

In addition, email your motivation letter **AND** a detailed CV to careers@michaelhouse.org

Closing date for applications: 16 May 2025

Only shortlisted candidates will be contacted. Submission of an application does not guarantee an interview. Michaelhouse reserves the right not to fill this position.

Michaelhouse is committed to transformation. In line with our Employment Equity Plan, preference may be given to candidates from designated groups.

POPIA Disclaimer: Michaelhouse is committed to protecting the confidentiality of all personal information. By applying for this position, you consent to your personal information being used for recruitment purposes related to this role and any future opportunities, in accordance with the Protection of Personal Information Act.