

## VACANCY ADVERTISEMENT

<b>Institution</b>	George Whitefield College (GWC)
<b>Location</b>	Muizenberg, Cape Town
<b>Job Title</b>	<b>ASSISTANT ACCOUNTANT / BURSAR</b>
<b>Reporting to</b>	Accountant / Bursar
<b>Closing Date</b>	11 October 2024
<b>Starting Date</b>	As soon as possible, but negotiable

### CONTEXT

A position is available for an Assistant Accountant / Bursar who has a track record of excellent delivery in the accounting field and a passion for service. The successful candidate will share the College's theological standpoints, and be able to identify with the vision of expanding and building theological training within the African context.

### THE COLLEGE

GWC is an evangelical theological college based in Muizenberg, a suburb on the False Bay coast of Cape Town. GWC equips men and women for Christian ministry in Africa through equipping them with qualifications in theology. In addition, GWC offers various non-credit bearing learning options in Short Courses and a distance learning course called Explore. Through Explore, GWC engages in theological training in various African countries.

GWC is the official training institution for the [Reformed Evangelical Anglican Church of South Africa](#) (REACH SA).

GWC has +/-120 students enrolled in our accredited study options each year, with many students and some of their families living on campus in our student residences. GWC's students come from many countries throughout Africa and further afield. There are also about 3 600 module enrollments in distance learning programme.

### THE POSITION

The Assistant Accountant / Bursar at GWC becomes part of the College community and whilst occupied primarily in the Business Department, may also be involved in College-wide projects and initiatives. The person will interface regularly with all other areas in the College, with external service providers and suppliers, and also frequently with students —thus there is a strong emphasis on relationship management with a variety of stakeholders, in a cross-cultural environment.

### KEY RESULT AREAS – OUTPUTS

1. Accounts payments and processing
  - Manage the end-to-end process for local payments (weekly, month-end, annual)
  - Manage the forex payments – regular and ad hoc (including Forex currency withdrawals, Exchange Control requests)
  - Receiving of payments from students, donors, etc.

## VACANCY ADVERTISEMENT

2. Reconciliations
  - Perform regular Bank Reconciliations
  - Monthly creditors' reconciliations and payment preparation
  - Management and reconciliation of monthly Credit Card Statements
  - Management and reconciliation of monthly Rates and Electricity Accounts
  - Assist with the management and reconciliation of College caterer account
  - Reconciliation of monthly donations to the Donor Database
3. Maintaining accounting records
  - Preparation of monthly accounts in Xero to trial balance including cash book entries, journal entries, reconciliations
  - Manage the accounting integration of Explore
  - Manage the Assets Register in Xero, and including the tagging of assets and assets control (acquisition and disposal, etc.)
4. Financial reporting
  - Preparation of documentation required for statutory tax returns (monthly and annual)
  - Preparation of annual audit documentation as requested
  - Prepare, maintain and proactively manage the annual plan of statutory returns and payments
5. General
  - Assist with the Bursar functions as required
  - Any other accounting / financial work that may be required from time to time

### PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Strong numerical ability
- Track record of excellent planning and organising skills
- Have a passion for detail and accuracy
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment
- Able to cope under pressure
- Able to work independently

### QUALIFICATIONS AND EXPERIENCE

- A post-matric accounting qualification (at least 3 years duration)
- 5 or more years' solid experience in an accounting role
- Excellent **Excel** expertise
- **Forex** payments experience would be a distinct advantage
- Proficient in **Xero** accounting package or equivalent
- Experience in a multi-cultural environment will be a distinct advantage

### BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making
- Planning and organizing

## VACANCY ADVERTISEMENT

- Information monitoring
- Initiating action / ownership
- Client focus
- Tenacity

### REMUNERATION

Subject to negotiation. Remuneration package commensurate with qualifications, experience and the College remuneration model

### APPLICATION PROCESS

GWC welcomes applications from all suitable candidates. In line with the organization's transformation objectives, applications from designated groups are especially encouraged.

Please send CV and application letter to [mdefreitas@gwc.ac.za](mailto:mdefreitas@gwc.ac.za)

*The College reserves the right not to make an appointment should a suitable candidate not be found.*