



**BISHOPS**

DIOCESAN COLLEGE

*inspires individuals*

**An Anglican Boys' School, rooted in Africa,  
providing a holistic and relevant education in a  
nurturing, and transforming environment,  
committed to developing men of principle and  
compassion.**

## **VACANCY FINANCE MANAGER**

Bishops is seeking to appoint an experienced Finance Manager. The key purpose of the role is to lead and direct an effective financial management service for Bishops and to ensure efficient daily financial operation of the department. This position is central to all three schools (College, Prep and Pre-Prep) and reports directly to the Business Manager.

This role requires a self-starter, who understands monthly and statutory deadlines, takes initiative, and has a solution driven approach. The environment is busy, and the role is demanding in terms of variety, volume and requests from staff and stakeholders. A calm approach with attention to detail, good planning and structure are necessary. Honesty and integrity and the adoption of good governance practice is essential.

### **Key Responsibilities:**

#### Finance and management reporting

- Generate accurate and timeous management accounts for the School Executive, Finance and Risk Committee and Bishops Council.
- Comprehensively prepare for and head up the annual year end audit to meet the required standards. The audit is prepared in terms of International Financial Reporting Standards – entity specific.
- Manage debtors and creditors and strictly apply the Fees Policy.
- Daily cash flow management ensuring the interest budget is achieved.

#### Budget and Forecasting

- Prepare zero based budgets, including Capex and integrated cash forecast.
- Conclude the annual budget within school calendar timelines.
- Generate and explain expense and cash flow forecasts with Business Manager.
- Report income and expenditure for defined periods against annual budget.

#### General Financial management

- Oversee the daily operation of the Finance Dept ensuring high standards of service delivery to all stakeholders.
- Maintain efficient and effective internal controls to ensure an accurate school fee management system, payroll administration and service provider arrangements.
- Although the Finance Manager reports to the Business Manager, they are responsible for the

preparation and presentation of required information for various sub-committees of Bishops Council (Finance and Risk, Investment and Scholarships and Bursaries)

**Key Competencies:**

- Honesty, integrity, and reliability.
- Ability to manage pressure and meet deadlines.
- Macro view with key attention to detail.
- The ability to systematically examine and evaluate data or information.
- Be task completion and solution driven.

**Experience and skills required:**

- A proven track record as a Finance Manager, managing and developing a team.
- BCom qualification or higher and completion of articles of clerkship / audit experience.
- Understanding of sound financial processes and internal accounting controls.
- Proficient in Microsoft (MS) Excel (intermediate or better) and good Word and PowerPoint skills.
- Minimum of 7 years in a comprehensive financial reporting and compliance environment.
- Strong reasoning and analytical skills.
- High level of IT systems and accounting software knowledge.
- Excellent interpersonal and organizational skills.
- Management experience in an educational environment would be advantageous.

A competitive market-related package will be offered to the successful candidate, who will be expected to assume duties on 1 June 2024.

Interested applicants should click on the link below to complete the online application form by 22 March 2024.

[online application](#)

Only short-listed contacts will be contacted by 15 April 2024. Only South African citizens will be considered for a permanent post.

[www.bishops.org.za](http://www.bishops.org.za)

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognizing and accepting this disclaimer.

*Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.*