



ST BENEDICT'S



St Benedict's is an Independent Catholic School, which seeks to provide a holistic education for boys through full participation in spiritual, academic, sporting, creative and cultural activities. The Board of Governors invites applications for the following post in the College.

Position: Junior Accountant/Payroll Administrator

Payroll:

- Payroll processing: accurately preparing and processing monthly payroll for all employees, including adjustments, deductions and overtime calculations
- Managing the end to end payroll processing
- Maintaining and updating employee payroll records, ensuring that all changes are accurately documented and compliant with school policies
- Sound knowledge and compliance of payroll and tax regulations in South Africa
- Preparing and submission of EMP201; EMP501, Return of Earnings report and any other statutory reporting requirements
- Administering employee benefits (pension fund and medical aid)
- Addressing all payroll-related queries from employees in a timely and professional manner, ensuring clear and accurate communication
- Performing monthly reconciliations for payroll, benefits and deductions
- Preparing annual salary budget and budget reconciliations
- Maintaining a high level of accuracy ensuring that all input is processed correctly
- Preparing annual salary increase schedule and communication to employees
- Responsible for preparing salary packages for new employees in line with the budget
- Responsible for audit processes for payroll
- Participate and complete the annual ISASA Salary Survey
- Be willing to participate in the Catholic Ethos of the School

Bookkeeping:

- Daily capturing of data to ensure that reporting is accurate and up to date for all entities
- Monthly general ledger reconciliations
- Conducting month end procedures
- Processing of journals
- Assisting with monthly management accounts
- Daily cashbook receipting for various entities
- Preparing and submitting bank reconciliation for various entities
- Processing payments and receipts
- Sundry debtor invoicing and collections
- Monthly VAT returns and submissions

Qualifications and Experience:

- Candidates must possess a tertiary qualification in Accounting or Bookkeeping, ideally a BCom Degree in Accounting; other tertiary qualifications will be considered if the candidate is able to demonstrate appropriate workplace experience
- Have at least 5 years' proven experience in payroll and bookkeeping
- Experience in a school environment would be advantageous

Affiliations: Independent Schools Association of Southern Africa (ISASA), Catholic Schools Office of Gauteng, Independent Examinations Board (IEB), International Boys' Schools Coalition (IBSC)

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- Competency and experience in Sage Evolution & Payroll Package is essential
- Have demonstrable computer skills (MS Excel, MS Word and Google Suite)
- Maintain a high level of confidentiality
- Reliability and attention to detail
- High level of ethics, honesty and integrity
- Be a team player and have good communication skills

Suitably qualified and experienced candidates are invited to submit a letter of motivation, with the names of three references and their abridged curriculum vitae to [Application Form](#) by no later than **5 June 2026**.

Protection of Personal Information (POPI) Act Disclaimer: Your CV and personal information will be used solely for the purposes and processes associated with this application and this data could be used for statutory reporting. The submission of your CV confirms your consent to this. We hereby confirm that we will ensure that your data is protected.

