

**TREASURER**

**(Re-advertisement: Candidates who applied previously need not to re-apply)**

Helderberg College, a Private Higher Education Institution of the Southern African Union Conference of Seventh-day Adventists, seeks to provide quality Christian education consistent with the Seventh-day Adventist philosophy and tradition. It is registered with the Department of Higher Education and Training and accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

**Responsibilities include:**

- Internal controls the finances of the finance office and organisation within the scope of the constitution and policies
- Supervise the accounting staff
- Provide counsel and assistance to financial officers
- All aspects of banking
- Monthly, bi-monthly and annual Returns, i.e. PAYE, UIF, Medical, VAT; etc.
- Check and authorise wages, salaries and expense reports
- Monthly journals
- Processing and payment of insurance and claims
- All aspects of tax
- Do monthly charges: electricity, water, garbage, rent
- Quarterly interest calculations for bursary/trust funds
- Serve as member/secretary on various committees
- Update Pastel in the absence of the Senior Accountant
- Processing of Alumni Books
- Payment authorisations on Cash Focus
- Approve and authorise request and payments
- Annual audit
  - ✓ Fixed Asset register
  - ✓ Bank certificates of balances
  - ✓ Summary of outstanding balances on other current liabilities
  - ✓ Stock lists current
  - ✓ Petty Cash correct and balance at year end; petty cash confirmation and reconciliation;
  - ✓ Liaison with GCAS and external auditors
- Co-operate with the VP:FA/President in the day to day running of the affairs of the organisation
- Assist the VP:FA in the control and training of accounting staff
- Report on budget variations in the financial operation of the organisation
- Perform such specific treasury functions as may be assigned by the executive committee/board
- Be answerable to the VP:FA
- Take care of other responsibilities which the President/VP: FA may request in consultation

**Qualifications and/or Experience:**

A recognised Degree in B Comm., BBA, CIS, or its equivalent, plus at least ten years of experience in church management and accounting.

**Skills:**

The treasurer must have a sound knowledge of and be proficient in MS Office, specifically Excel. Proficiency in Pastel Accounting and VIP are essential. Organisational skill and good time management are vital.

**Desirable Attributes:**

The successful incumbent should possess excellent interpersonal and communication skills; work without supervision; be firm whilst serving with compassion; lead with integrity and maturity; be a team player; demonstrate initiative and dedication to excellence; and relate well with others. Willingness to work after hours is essential. Honesty and ability to be discreet and maintain confidentiality is critical. The incumbent should be neat and well groomed; have a simple, uncluttered, professional appearance and dress; and he/she should keep his/her office neat and attractive at all times. She/he will be an active, baptised member of the Seventh-day Adventist Church in regular standing and be fully supportive of the ideals and objectives of the church and the College.

**Remuneration:**

Remuneration will be in accordance with the salary scale structure of the Southern Africa Union Conference of Seventh-day Adventists. This includes housing allowance, medical and pension contributions, amongst others.

**To apply:**

A completed application form, cover letter and a detailed *curriculum vitae* containing the current contact details of at least three referees as well as certified copies of qualifications, should be submitted to: The President, Helderberg College, P O Box 22, Somerset West, 7129, OR be faxed to +27 (0)86 550 4624, OR be sent via e-mail to [president@hbc.ac.za](mailto:president@hbc.ac.za). A detailed job description may also be requested via these contact details.

**Closing Date for Applications:**

Kindly note that only duly completed applications of applicants who meet the minimum requirements will be considered. The appointment will be informed by the Employment Equity Plan of the College. The College reserves the right to appoint from the list of applicants OR to appoint an individual who has not applied, OR to make no new appointment. **Applications close on Friday, 30 September 2014.**