



FINANCE MANAGER

start date: ASAP or 1 July 2024
(bi-lingual German and English)

The German International School Cape Town (DSK) is a bilingual German school abroad, with learners and families from more than 40 countries. At the DSK, German (mother-tongue) is taught from Grade 1 – 12 (Abitur) and English-speaking learners are introduced to the language from Grade 5 – 12 (Matric).

There is a vacancy in the finance department for an experienced, hands-on, Finance Manager to join the team, consisting of an accounts receivable accountant and finance assistant. The position reports into the Head of Finance and Administration.

Critical thinking, teamwork, data analysis, financial acumen and a willingness to work in and support a school environment are key requirements for the function.

Summary of Key Duties (main but not limited to):

- Ensure accounts are timeously and accurately processed
- Prepare and maintain income and expenditure reports: budgets vs forecasts
- Accurate cash flow analysis and projections
- Maintain and oversee all banking and investment assets
- Coordinate the annual audit: preparation and workings
- Statutory monthly submissions
- Work in a multi-stakeholder environment
- POPIA Deputy Information Officer

Key Requirements:

- Bachelor's degree in Finance, Accounting or a related field (bookkeeping, accounting and other certificates advantageous)
- Proven experience in financial management, including budgeting, forecasting, and financial analysis
- Strong knowledge of accounting principles, financial regulations and financial reporting
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Ability to communicate complex financial information effectively
- Strong organisational and time management skills
- Ability to work independently and collaboratively in a team
- A good command of the German **and** English language

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BILINGUAL SCHOOL WITH SOUTH AFRICAN AND EUROPEAN UNIVERSITY ENTRANCE QUALIFICATION

INTERESTED?

If you are interested in leading and supporting the finance management at the DSK, please send your application (CV, motivational letter (in German and English), copy of qualification and contactable references) to application@dsk.co.za subject: Finance Manager

*The **German International School Cape Town**, 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 which will be used for the purpose of recruitment, selection and reporting process. By submitting your application for this position, you are acknowledging and accepting this disclaimer.*

Please note, only short-listed candidates will be contacted. The school reserves the right not to proceed with the filling of the post. An application will not in itself entitle an applicant to an interview or appointment, and failure to meet the requirements of the advertised post will result in applicants automatically being disqualified from consideration. Thank you for your understanding.