



ASSISTANT BURSAR VACANCY

Howick High School, located in the picturesque village of Howick, is a leading co-educational school in the KwaZulu–Natal Midlands with an excellent reputation for providing a holistic education. The community spirit and wholesome values that our school instills in its learners, makes it a special place for young adults to be developed into well-rounded, happy individuals. The School Governing Body invites applications from suitably experienced persons to fill the vacancy of Assistant Bursar

This full-time position will commence on 1 January 2026 and will require the necessary skills and experience to manage the following areas:

- Bookkeeping to bank reconciliation.
- Cash Book.
- Debtors and Creditors, including all payments.
- Cash up control and banking.
- All other tasks assigned by the Bursar.

We are looking for a candidate who:

- has a minimum of 5 years financial administration experience, preferably in a school environment. A relevant tertiary education qualification will be advantageous.
- has at least intermediate level computer literacy skills using Microsoft Office programs and Pastel Accounting.
- has strong interpersonal and communication skills.
- has a mature, empathetic, professional manner in dealing with learners, staff and parents.
- is an independent self-starter who pays attention to detail.
- is flexible and able to multi-task under pressure.
- is a team player who can collaborate with and motivate others.

An Employment Application form, with at least three contactable references, can be emailed to: workwithus@howickhigh.co.za for the attention of the Principal, Mrs L. Farquharson. Applications must be submitted by close of business on 14 November 2025.

The successful candidate will be obliged to provide a police clearance certificate to confirm that they have never been convicted of a criminal or sexual offence. Howick High School is an equal opportunity employer. We reserve the right not to make an appointment for this position. Should you not have received a response by 30 November 2025, please assume that your application has been unsuccessful and no further correspondence will be entered into.

WWW.HOWICKHIGH.CO.ZA | WORKWITHUS@HOWICKHIGH.CO.ZA

Excellence in Education

TENACITY

LOYALTY

VIRTUE

CHARITY

INTEGRITY



Howick High School

APPLICATION FOR EMPLOYMENT

A. Advertised Position / Vacancy

Position for which you are applying (as advertised):

ASSISTANT BURSAR

B. Personal Information

First Names			
Surname			
Date of Birth			
ID Number			
Gender	Male	Female	
Are you a South – African Citizen?	Yes	No	
If no, what is your nationality?			
If you are not South-African, do you have a valid work permit?	Yes	No	
Have you ever been convicted of a criminal offence or been dismissed from employment?	Yes	No	
Please provide your SACE registration number:	----- N/A -----		
What is your notice period with your current employer?			

C. Contact Detail

Cell Phone Number	
E-Mail Address	
Residential Address	

Please note that all correspondence will be in English.

D. Qualifications

SECONDARY QUALIFICATION		
<i>Name of School/ Institution</i>	<i>Highest Qualification</i>	<i>Year Obtained</i>
TERTIARY EDUCATION		
<i>Name of Institution</i>	<i>Details of Qualification</i>	
<i>Year Obtained</i>		
<i>Name of Institution</i>	<i>Details of Qualification</i>	
<i>Year Obtained</i>		
<i>Name of Institution</i>	<i>Details of Qualification</i>	
<i>Year Obtained</i>		

E. Relevant Work Experience

<i>Employer</i>	<i>Work Description</i>	<i>Reason for Leaving</i>	<i>Dates</i>

If necessary, please attach a full CV covering work experience.

F. References

<i>Name & Surname</i>	<i>Relationship</i>	<i>Contact Number & Email</i>

G. Documents

Please attach the following documents to this application:

- Copy of ID Document or Passport
- If you are not a South African Citizen, a copy of your valid work permit
- Proof of qualifications
- Full CV should it not be possible to fit all work experience onto this form
- Should you be offered the position, you will need to provide a Police Clearance Certificate.

H. Declaration

I declare that all the information provided (including any attachments) is authentic, complete and correct to the best of my knowledge. I understand that any false information submitted could lead to my application being disqualified.

SIGNATURE

DATE

This application form, along with the relevant documents indicated in section G, must be returned via email to workwithus@howickhigh.co.za for the attention of the Principal, Mrs L Farquharson, by 14 November 2025.

In line with the POPIA, Howick High School will take all reasonable measures to protect the personal information used in its recruitment, selection and reporting process. By submitting your application, you are recognizing and accept that the information provided to us will be used for this purpose.