VACANCY

ASSISTANT BURSAR

FROM JANUARY 2027



The Governing Body of Howick High School invites applications from suitably qualified and experienced persons to fill the vacancy of Assistant Bursar.

REQUIREMENTS: A minimum of 5 years financial administration experience, preferably in a school environment. A relevant tertiary education qualification would be advantageous. At least intermediate level computer literacy skills using Microsoft Office and Google and Pastel Accounting software. Strong interpersonal and communication skills and a mature, empathetic, professional manner in dealing with learners, parents and staff.

RESPONBILITIES INCLUDE:

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

An employment application form can be downloaded from our website www.howickhigh.co.za, completed and emailed to workwithus@howickhigh.co.za for the attention of the Principal, Mrs L. Farquharson by 14:00 on Wednesday, 2 December 2026.

The successful candidate will be obliged to provide a police clearance certificate. 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 31 December 2026, please assume that your application has been unsuccessful. No further correspondence will be entered into.

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.

EXCELLENCE IN EDUCATION

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		
Name of School/ Institution	***Highest Qualification***	***Year Obtained***
TERTIARY EDUCATION		
Name of Institution	***Details of Qualification***	
Year Obtained		
Name of Institution	***Details of Qualification***	
Year Obtained		
Name of Institution	***Details of Qualification***	
Year Obtained		

E. Relevant Work Experience

Employer	***Work Description***	***Reason for Leaving***	***Dates***

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

F. References

Name & Surname	*Relationship*	*Contact Number & Email*

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 14:00 on 2 December 2026.

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