

**Vacancy: Credit Controller**  
**Type:** Permanent | Full-Time  
**Start Date:** 1 December 2025



Bryandale Primary School is seeking a proactive and detail-oriented **Credit Controller** to manage school fee collections in line with legislative requirements. The ideal candidate is organised, self-motivated, and communicates effectively, with a strong ability to work independently and collaboratively.

### **Key Responsibilities**

- Full credit control function, including payment allocations and account monitoring.
- Oversee assistant's work.
- Distribute monthly statements and follow up on overdue accounts.
- Liaise directly with parents regarding outstanding fees.
- Administer Fee Assistance and support budgeting processes.
- Prepare debtor reports and assist with audits and legal recovery processes.
- Participate in Finance Committee activities.

### **Requirements**

- Matric, with accounting/maths as a subject and a relevant degree (BCom) or diploma in Bookkeeping/Credit Management.
- Minimum 5 years' experience in debt collection.
- Proficiency in Pastel Partner, MS Word, and Excel at an intermediate level.
- Experience with Scadsys Finance is advantageous.
- Minute-taking experience is a plus.

### **Skills & Attributes**

- Strong time management, accuracy, and attention to detail.
- Excellent communication and negotiation skills.
- Ability to deal effectively with conflict.
- Ability to interpret and apply policies and legislation.
- Professional, courteous, and able to work under pressure.

### **Remuneration**

Market-related, based on qualifications and experience.

### **Application**

Submit your CV with contactable references to:

 [c.osmond@bryandale.co.za](mailto:c.osmond@bryandale.co.za)

**Closing Date:** Friday the 19<sup>th</sup> of September 2025

If you do not receive a response by 30<sup>th</sup> of September 2025, please consider your application unsuccessful.

*Bryandale Primary School reserves the right not to make an appointment. All applications will be handled in accordance with the Protection of Personal Information Act (POPIA).*