



# ST JOHN'S COLLEGE

## CREDITORS CLERK 2026

St John's College is a world-class Anglican School situated on a magnificent campus in Houghton, Johannesburg, offering quality education from Pre-Primary to Post-Matric. The school has an outstanding academic record and an excellent reputation in sport, music, drama, art and debating.

We are seeking a highly organised, detail-oriented and diligent Creditors Clerk to join our Finance Department and support the efficient functioning of the accounts payable process. In this role, the Creditors Clerk will be responsible for accurately receiving, verifying and capturing supplier invoices, maintaining organised supporting documentation, reconciling creditor accounts, and ensuring all records comply with the College's SOP's and financial controls. The Creditors Clerk will also assist with month-end processes, creditor reconciliations, and the preparation of reports to support effective financial management.

The ideal candidate will combine strong administrative, financial and organisational skills with a high level of accuracy and attention to detail. They will be responsible for supporting the smooth operation of the creditors function by maintaining accurate records, ensuring timely processing of supplier invoices, resolving invoice queries, and contributing to the integrity and efficiency of the College's accounts payable process.

### Main Responsibilities

- Receive and verify supplier invoices for accuracy and approval.
- Capture invoices accurately in Pastel Evolution and allocate costs correctly.
- Ensure compliance with budgets, approval frameworks, and financial procedures.
- Resolve invoice queries and discrepancies with suppliers and internal stakeholders.
- Prepare complete supporting documentation for payment processing.
- Maintain accurate and organised creditor records and filing systems.
- Support month-end processes and ensure timely updating of creditor accounts.

### Minimum requirements

- Qualification
  - Matric / Grade 12 (essential).
  - Diploma or Certificate in Accounting, Bookkeeping, or Finance (preferred).
- Experience
  - Minimum of three years experience in an account payable, creditors, or bookkeeping role.
  - Minimum of three years experience working with an accounting/ERP (Sage Evolution) system for invoice capturing.
  - Experience in a school, non-profit, or similarly structured finance environment is advantageous.
  - Working knowledge of accounts payable processes and basic bookkeeping principles.

- Proficient in Microsoft Excel, Google suites and comfortable learning new accounting software.
- Strong attention to detail and accuracy in data capturing.
- Good understanding of document control, filing, and record-keeping for audit purposes.
- Sound numerical and administrative ability.

#### Behavioural Success Factors

- Resilience: Thrive under pressure, meeting deadlines in a fast-paced environment
- Service focused: Prioritise service excellence and positive interactions with team members, suppliers, and stakeholders
- Communication skills: Strong written and verbal communication to foster positive relationships and ensure clarity
- Proactive and Professional: Take initiative to improve operations and maintain high standards of service
- Time Management and Multitasking: Manage multiple tasks efficiently while maintaining focus on detail and quality
- Ethical standards: Adhere to high moral standards, making decisions with transparency and accountability
- Accountability: Take responsibility for actions and deliver tasks to a high standard
- Receptiveness to feedback: Use feedback to improve performance and adapt accordingly
- Attention to detail: Ensure accuracy in all tasks, including administrative duties and catering orders.

Members of staff are expected to demonstrate a commitment to work within the values, Anglican ethos and mission of the school.

To apply for this position, please complete the Application Form using this link [Click Here to Apply](#) by no later than 20 September 2026.

*At St John's College, we are committed to proactive safeguarding and promoting the welfare of all our children. All staff who have access to children will be vetted in accordance with the St John's College safeguarding policy. This policy stipulates that staff are required to undergo all the necessary background checks in keeping with the requirements for safeguarding and child protection in South Africa, and all staff perform duties in accordance with our school's HR Policies.*

*The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application*

*St John's College, 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 but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.*