



Vacancy: Accountant and IT Administrator

Green School South Africa is looking for an experienced individual to serve our school community as Accountant and IT Administrator.

More about our school

Green School South Africa is an international school based in Paarl, Western Cape.

Our purpose is to educate for sustainability through community-integrated, entrepreneurial learning, immersed in our natural environment.

Our school opened in 2021 and has children from 3-years old to matric. We are a growing school committed to sound governance and transparency with a strong community-oriented value system.

More information about our school is available on our website and social media pages:

Website: www.greenschoolsa.co.za

Instagram: @greenschoolsa

Facebook: GreenSchoolSouthAfrica

Pos: Rekenmeester en IT Administrateur

Green School Suid-Afrika is op soek na 'n ervare individu om ons Rekenmeester en IT Administrateur te wees.

Meer oor ons skool:

Green School Suid-Afrika is 'n internasionale skool gebaseer in die Paarl, Wes-Kaap.

Ons doel is om te leer vir volhoubaarheid, deur gemeenskapsgeïntegreerde, entrepreneuriese leer, omring deur ons natuurlike omgewing.

Ons skool het oopgemaak in 2021 en strek van kleuterskool tot matriek.

Ons is 'n groeiende skool, verbind tot goeie bestuur en deursigtigheid met 'n sterk gemeenskapgefokusde waardestelsel.

Meer inligting oor ons skool is beskikbaar op ons webtuiste en sosiale media bladsye:

Website: www.greenschoolsa.co.za

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Key responsibilities:

- Responsible for the full accounting function
- School fee billing, collections, and parent account queries
- Support the school team with procurement, budget management and stock control
- Support the school team with inventory management and record keeping
- Maintain personnel records and communicate monthly payroll adjustments to the outsourced payroll function
- Prepare monthly management accounts and financial reports for leadership
- Assist with forecasting and cash flow management
- Ensure compliance with statutory requirements, audits, and financial policies
- Liaise with auditors, service providers, and relevant regulatory bodies
- Compile and submit annual tax returns
- Develop school policies around IT and online safety
- Implement and monitor cybersecurity and data privacy protocols, including firewalls and antivirus programmes
- Ensure school data remains compliant with POPIA
- Provide direct support to staff and students, resolving hardware and software issues to minimise downtime in the classroom

Sleutel verantwoordelikhede:

- Verantwoordelik vir die volledige rekeningkundige funksie
- Administrasie van skoolfonds-fakturering, invorderings en ouerrekeningnavrae
- Ondersteuning van die skoolspan met aankope, begrotingsbestuur en voorraadbeheer
- Ondersteun die skoolspan met batebestuur en rekordhouding
- Onderhou personeel rekords en kommunikeer maandeliks enige salarisaanpassings na die uitgekонтракteerde salarisfunksie
- Opstel van maandelikse bestuursrekeninge en finansiële verslae vir die bestuurspan
- Ondersteuning met vooruitskattings en kontantvloei bestuur
- Verseker nakoming van statutêre vereistes, ouditprosesse en finansiële beleide
- Skakeling met ouditeure, diensverskaffers en relevante owerhede
- Voltooing van jaarlikse belasting
- Ontwikkel IT- en aanlyn veiligheidsbeleide
- Implementeer en monitor kubersekuriteit en data privaatheid protokolle, insluitende 'firewalls' en anti-virus programme
- Verseker dat skool data en proses belyn met POPIA vereistes
- Verskaf direkte ondersteuning aan personeel en leerders om harde- en sagteware probleme aan te spreek en daardeur ontwrigting in klaskamers te beperk



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Requirements:

- Relevant accounting qualification (e.g. BCom Accounting, National Diploma, or similar)
- 10 years' experience in accounting and IT roles
- Strong knowledge of accounting principles and financial controls
- Experience with accounting software (e.g. Xero, Pastel or similar)
- High level of accuracy, confidentiality, and professionalism
- Strong organisational and communication skills
- Strong knowledge of operational IT requirements
- Starting date: 1 August 2026, negotiable

Characteristics:

- Green living must be part of who you are: a love for the environment and focus on social sustainability is at the heart of our school
- Be flexible and able to adapt to ever-changing circumstances
- Values integrity, accountability, and collaboration
- Comfortable working independently and as part of a team
- Aligned with the ethos and values of a school environment

Vereistes:

- 'n Relevante rekeningkundige kwalifikasie (bv. BCom Rekeningkunde, Nasionale Diploma, of soortgelyk)
- 10 jaar toepaslike ervaring in rekeningkundige en IT rolle
- Goeie kennis van rekeningkundige beginsels en finansiële beheer
- Ervaring met rekeningkundige sagteware (bv. Xero, Pastel of soortgelyk)
- Hoë vlak van akkuraatheid, vertroulikheid en professionaliteit
- Goeie organisatoriese en kommunikasievaardighede
- Sterk kennis van operasionele IT vereistes
- Begindatum: 1 Augustus 2026, onderhandelbaar

Karaktereienskappe:

- 'n Groen-leefstyl moet deel wees van wie jy is: 'n liefde vir die omgewing en 'n fokus op sosiale volhoubaarheid lê aan die hart van die skool
- Aanpasbaar en geniet dit om in 'n omgewing te werk waar daar gereeld verandering is
- Handhaaf hoë etiese standaarde en integriteit
- Kan onafhanklik sowel as in spanverband werk
- In lyn met die etos en waardes van 'n skoolgemeenskap



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What we offer

- A supportive, purpose-driven work environment
- The opportunity to contribute meaningfully to a school community
- Competitive remuneration, aligned with experience

Closing date for applications: 29 May 2026

If you are inspired, please complete the application form on our website.

Should you not have heard from us within 4 weeks of the closing date, please consider it unsuccessful. Only short-listed candidates will be contacted.

Wat ons bied:

- 'n Ondersteunende, doel-gedrewe werksomgewing
- Die geleentheid om 'n betekenisvolle bydrae tot 'n skoolgemeenskap te maak
- Mededingende vergoeding, belyn met ervaring

Sluitingsdatum vir aansoek: 29 Mei 2026

As hierdie vir jou is, voltooi asb die aansoekvorm op ons webtuiste. Indien jy nie binne 4 weke van ons af gehoor het nie, neem asseblief aan dat jou aansoek onsuksesvol was. Slegs aansoeke op ons kortlys sal gekontak word.