

Johannesburg, 24 June 2025

Local Contract Job Offer

Position: Finance Administrative Assistant (M/F)

Start Date: 2025–2026 School Year

Workload: Full-time (40 hours per week)

Place Du Poste :	Lycée Jules Verne, Johannesburg The selected candidate will be offered a local employment contract at Lycée Jules Verne. The position reports administratively to the Chief Financial and Administrative Officer (CFAO) and the Principal (Proviseur).
Reporting Line	Chief Financial and Administrative Officer (CFAO)
Primary purpose	Assist in the day-to-day financial administration of the school and support the accuracy of accounting records in line with internal procedures and accounting standards.
Key Responsibilities	<p>1. Data Entry and Accounting Operations</p> <ul style="list-style-type: none"> • Verify supplier invoices. • Record daily transactions (transfers, direct debits) in the accounting software. • Review entries for accuracy in the accounting system. • Monitor and follow up on payments. <p>2. Reporting and Document Management</p> <ul style="list-style-type: none"> • Develop and update budget tracking spreadsheets (dashboards). • Scan and archive all accounting documents. <p>3. Procurement and Budget Tracking Support</p> <ul style="list-style-type: none"> • Request supplier quotes. • Track supplier orders. • Update and maintain budget tracking tools.
Candidate Profile	<p>Education:</p> <ul style="list-style-type: none"> • Minimum High School Certificate (Matric or Bac equivalent). <p>Experience:</p> <ul style="list-style-type: none"> • 1–2 years' experience as an accounting assistant or bookkeeper. • Familiarity with accounting software (e.g., ELAP, EDUKA). • Basic knowledge of budget management.

	<p>Technical Skills:</p> <ul style="list-style-type: none"> • Solid understanding of accounting practices and office software (especially Excel). • Strong time management and prioritisation skills. • Accuracy and ability to meet deadlines. <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Attention to detail, organisational skills, and reliability. • Autonomy and initiative. • Strong communication skills and a team-oriented mindset. • Discretion and respect for confidentiality. <p>Working Conditions:</p> <ul style="list-style-type: none"> • Fixed-term, full-time position. • Salary based on experience and qualifications.
Application deadline	➤ 7 July 2025

Application Instructions

Applications should be sent by email to the **Human Resources Manager** at:

✉ **recruitment@lyceejulesverne-jhb.net**

Please include the following documents:

- Cover letter
- CV
- Copies of diplomas
- Letters of recommendation, inspection reports, or evaluation records