

The German International School Johannesburg is an accredited, co-educational, German school abroad with over 1000 students from Kindergarten to Grade 12, offering South African and German school-leaving qualifications.



DEUTSCHE
INTERNATIONALE
SCHULE
JOHANNESBURG

The following **fixed-term internship** position is available for a dedicated and emphatic local applicant, starting **1st May 2025**:

Junior Debtors Clerk

Job Description:

A Junior Debtors Clerk is assisting the Debtors Clerk in managing debtor accounts, ensuring timely payments, and assisting with debt collection efforts, often involving tasks like invoice processing, reconciliation, and communication with customers.

Key Responsibilities:

- Assistance in preparing and sending invoices for school fees
- Debt Collection Assistance
- Reconciliation of outstanding amounts, updating the school's database
- Assistance in development of financial statistics and analysis
- Payment Follow-up: Monitoring outstanding invoices and following up with customers to ensure timely payments.
- Assistance in general administrative functions

Preferred Skills and Experience:

- Proficiency in MS-Office Suite, especially with Excel
- Strong command of the English language, spoken/written
- German spoken/written advantageous
- Strong Analytical ability
- Team behaviour, flexibility and ability to work under pressure

Requirement:

- South African citizen
- Matric

Why work at the DSJ:

- Commitment to diversity: We are an equal opportunities employer and value diversity in our workforce.
- Supportive environment: We offer an inclusive work environment with various support

How to apply:

Suitably qualified and experienced candidates are invited to submit a letter of motivation, an abridged curriculum vitae with the names of three references to Mrs Christin Baggott (baggottc@dsjmail.co.za) by no later than the **22nd April 2025**.

We reserve the right not to proceed with filling this post. An application will not in itself entitle the applicant to an interview or appointment and failure to meet with minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only successful candidates will be contacted. The Deutsche Internationale Schule Johannesburg has processes in place to keep all personal information of applicants confidential. On submitting your application, you consent that we may use your personal information in the recruitment, selection and reporting process. We hereby confirm that we will ensure that your data is protected.