

Debtors Fees Administrator

Bishops is seeking a reliable and meticulous Debtors Fees Administrator to support our finance office.

This role is key to maintaining the financial health of the school by managing the invoicing and collection of school fees and associated charges. The ideal candidate will have strong experience in credit control and financial administration, with excellent interpersonal skills to engage sensitively and professionally with parents and guardians.

The position is effective 01 May 2026

Key responsibilities:

- Generate and distribute accurate termly invoices for tuition fees, boarding fees and other ancillary services/charges (aftercare, transport, hot lunches, tours etc) for all new and existing parents in accordance with school policies and best practice.
- Daily maintenance and updating of the debtor's ledger, ensuring accurate allocation and reconciliation of all receipts.
- Ensure all relevant filing is maintained and up to date (billing and pupil records).
- Monitor overdue accounts and supervise the process pertaining to debt collection.
- Perform all debtor related administration duties to ensure that monthly deadlines are met and collection targets achieved.
- Attend to all fee-related queries from parents/guardians in a courteous, timeous and confidential manner.
- Debit order management and collections.
- Supervision of the debtor's administrator ensuring that the following is executed in respect of overdue accounts:
 - Regular follow-ups via email and/or telephone as well as updating the accounting system with the audit trail;
 - Compilation of letter of demands;
 - Preparation of debtors for handover to the lawyers and regular liaison with the lawyers regarding the status of accounts in their care;
 - Attendance to all parent queries and requirements timeously, as required.
- Allocation of any bursaries and/or scholarships awarded termly:
 - Ensure that the correct percentage is allocated as per the award letter;
 - Process the journal in the respective ledgers and reconcile these ledgers annually.
- Liaise closely with the Finance Manager to ensure alignment of fee structures, discounts, and financial aid allocations.
- Assist in the preparation of the required debtor reports, aging analysis, and forecasts for the Finance Manager/Business Manager
 - Weekly/Monthly Debtor's performance;
 - Termly Finance and Risk Committee reports;
 - Ad-hoc reports
- Assistance during the audit by providing the auditors with the requested information.
- Ensure all processes adhere to POPIA and other relevant financial and data legislation in South Africa.
- Produce annual tax certificates (S18A) for parents who make voluntary contributions / donations.

Key competencies:

- Proven experience in a similar role (minimum 3 – 5 years' experience), preferably within an independent/private school or professional services environment.
- Strong understanding of accounts receivable, invoicing, and credit control principles.
- Proficiency in school financial software (e.g. PASS, Sage Evolution, Pastel, Engage, or similar systems).
- Highest standards of integrity and honesty.
- High level of attention to detail and accuracy.
- Ability to work independently and manage multiple tasks under pressure.
- Excellent written and verbal communication skills in English (additional South African languages advantageous). All interactions to be conducted in a confidential and professional manner.
- Excellent working knowledge of MS Office applications (e.g. Excel, Word etc)
- Professional, respectful, and empathetic approach when dealing with fee-paying families.

Experience and skills required:

- Grade 12 (Matric) is essential.
- A tertiary qualification in accounting, finance, or business administration is advantageous.
- Minimum of 3 - 5 years prior experience in a similar Fees Bursar/Debtors Controller role is essential, preferably in a school environment, supported by a proven track record.

Interested applicants should click on the link below to complete the online application form by 13 February 2026.

[online application](#)

Only short-listed contacts will be contacted by 06 March 2026. If you have not heard from us by this date, please consider your application to have been unsuccessful. Only South African citizens will be considered for a permanent post.

www.bishops.org.za

Bishops, 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 recognizing and accepting this disclaimer.

Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.