KING DAVID
SCHOOLS

King David Schools are a network of Jewish day schools offering Pre-Primary through to High School education across four campuses in Johannesburg. Our purpose is to instil Jewish values, deliver exceptional education and inspire a life of purpose



**CLOSING DATE FOR APPLICATIONS:**
5 NOVEMBER 2026

**START DATE:**
JANUARY 2027

A full curriculum vitae and contact information of two referees should be emailed to **kdcareers@sabje.co.za.** The school reserves the right not to make an appointment. Only short-listed candidates will be interviewed.

South African Board of Jewish Education
ועד החינוך היהודי בדרום אפריקה

# Credit Controller

## Permanent

**The South African Board of Jewish Education** is seeking a dynamic and detail-oriented Credit Controller with relevant qualifications, for this position.

The essential qualities, skills and requirements for the position are:

•Minimum 5 years relevant Credit Control experience and a proven track record in personal debt collection.
• Excellent computer skills in Microsoft Excel and Outlook.
•Experience in EdAdmin would be an advantage.
• Flexibility with tasks, a sound work ethic, and the highest standards of ethical and professional conduct.
• Excellent communication skills and ability to work in a team, with a strong focus on customer service and delivery excellence.
• Ability to work under pressure, and deadline-driven.
• Ability to work on own initiative as well as part of a team.

**The role includes the following:**

• Proactively manage collections on an assigned book of accounts.
• Generate statements and manage collections using established policies, deadlines, procedures and processes.
• Administer clients on varying fee and payment plans.
• Prompt response and resolution of queries to facilitate payments from clients.
• Prioritise and manage a challenging workload whilst maintaining a high level of customer service and satisfaction.
• Liaise and communicate with internal departments and the credit control team as required.
• Ensure that all communications are accurately recorded/documented on EdAdmin in a timely manner.
• Prepare weekly and monthly debtors reports, and files for debt collection (Legal City).
• Assist where ever possible to ensure the well-being of the company
•Willingness to embrace the ethos and values of a Jewish Day School.

In line with POPIA (Protection of Personal Information Act), King David 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. King David reserves the right not to make an appointment. Only short-listed candidates will be interviewed.