



# THE HILTONIAN SOCIETY NPC

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(Reg. No. 1928/001172/08)

(NPO Reg. 017-583 ● PBO No. 1811/13/2644)

## JOB ADVERT: BUSINESS MANAGER

Employment Type: Full-time

### About The Hiltonian Society NPC

The Hiltonian Society NPC is a dynamic non-profit company committed to operational excellence and employee satisfaction. We provide a collaborative and supportive work environment that fosters growth and values each team member's contribution. We are currently looking for a dedicated and experienced Business Manager to join our team. We are situated in Hilton, Kwazulu Natal.

### Job Overview

The position entails the efficient and effective management of the financial operations of the Society, which includes Hilton College and other trading departments. Oversight is required for four associated entities. This role is pivotal in ensuring the smooth running of the Finance Department, and the operational effectiveness of the entity.

### Key Responsibilities

- Provide strategic financial leadership.
- Financial reporting and compliance
- Budget and cost management
- Risk Management
- Treasury and cash-flow management
- Team leadership and development
- Monitoring and KPI's

### Qualifications & Experience:

- Chartered Accountant (SA) qualification, or similar accreditation.
- Strong leadership and communication skills.
- Financial acumen and experience with budgeting and reporting.
- Familiarity with financial best practices and compliance standards.
- Ability to manage diverse teams and coordinate with multiple stakeholders.

**What We Offer:**

- Competitive salary package.
- Opportunity to lead and innovate within a dynamic environment.
- Supportive community and working culture.

**To Apply:**

- Please complete your details on the attached form:  
<https://forms.office.com/r/b2LBU6Qhbi>, **AND**
- Please send your CV to Charlotte Cliff on [hradmin@hiltoncollege.com](mailto:hradmin@hiltoncollege.com).
- Please include a recent letter of reference.

**Application Deadline:**

Friday 15 August 2025.

Hilton College is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.