



<b>Title</b>	Accountant	<b>Category</b> (cf Policy 5.101)	Administrative Management and Technical Support
<b>Reports to:</b>	Accounts Manager	<b>Department:</b>	Finance
<b>Job Holder</b>		<b>Start date:</b>	1 August 2022

## **IST Foundational Documents**

### **IST Mission**

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world

### **IST Vision**

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance, and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly, and responsibly.

All members of the IST community will work together to fulfil this vision.

### **Statement of Values**

All members of the IST community are:

- (a) Responsible - We act responsibly, positively and constructively towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.
- (b) Inquiring - We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.
- (c) Compassionate - We empathise with others and act with care, kindness and courage. In our interactions, we behave with patience, generosity and integrity.
- (d) Balanced - We believe in a broad education for our students, seeing the value of participation in a varied curriculum.
- (e) Diverse - We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences.

### **IST Strategic Plan**

Our Strategic Plan is in place to help our community align efforts to better reach our school's mission, vision and values. This plan is focused on three aims.

#### **1. Personalized Learning:**

- (a) The written, taught and assessed curriculum is designed to meet the needs of all learners
- (b) Creation and implementation of the technology plan in order to ensure that future developments of media and information technology address the long-term needs of the school.
- (c) Professional learning opportunities are designed to have a positive impact on student learning.
- (d) Ensure IST is recognized globally as an exemplary IB World School.
- (e) Continued development of IST's inclusion programs to support personalized experiences for all learners.

#### **2. Engaged Community:**



- (a) Build and sustain a diverse, equitable and inclusive environment for all members of the school community.
- (b) Continued development of partnerships with local and global individuals, organizations and alumni to enhance student learning.
- (c) Develop and review processes and systems to enhance communication within the IST community

### 3. **Ensured Sustainability:**

- (a) Continued review and implementation of master site plan - with focus on inclusion and access as well as facilities to support innovative programs
- (b) Review procedures to retain and recruit employees who are aligned with our strategic plan.
- (c) Improve IST's ability to work more sustainably and align environmental frameworks to improve our educational experiences and operations.
- (d) Enhance processes for creating, auditing and reviewing IST policy and procedure documents.

### **Summary of the Role**

Reporting to the Accounts Manager, the primary function of this role is to contribute to the development and implementation of the departmental accounting systems, policies and procedures. Support the department through the collection, processing, recording, reconciliation and reporting of financial data, verifying the validity, completeness and accuracy of source documentation. Maintains complete and proper records of revenue, expenditure, assets and liabilities, and ensures the accuracy and integrity of financial information.

### **Preferred Qualifications and Experience**

- (a) Experience: 5+ years' as an Accountant preferably in a School set-up.
- (b) Must have a Bachelor's Degree in Accounting/Business/Finance.
- (c) Holder of Certified Public Accountant (CPA); Association of Chartered Certified Accountant(ACCA);

### **Professional Competencies:**

- (a) Be self directed and self- motivated.
- (b) Be detail oriented, organized and accurate.
- (c) Demonstrates integrity by modeling the IST's values and ethical standards
- (d) Sound decision making, solutions focused, knowledge of child protection and health and safety
- (e) Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- (f) Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.
- (g) Experience of delivering priorities within strict timelines.
- (h) Ability to promote integrity and business ethics; demonstrate mature judgment, trust and open communication; ability to ensure effective team work, collaborative behaviour and team spirit

### **Personal Attributes:**

- (a) Collaborative team player, empathetic listener
- (b) Integrity and confidentiality
- (c) Intercultural awareness, creative, persuasive
- (d) Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.
- (e) The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses.



- (f) Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.
- (g) Excellent written and oral communication skills, and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.
- (h) Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.

## **Responsibilities**

The primary responsibilities for Accountant will be:

### **Ledger Account:**

- (a) Maintain accounts to trial balance level
- (b) Provide trial balance to the MA within agreed timescales of each quarter end.
- (c) Maintain individual accounts of expenditure incurred against budget and provide to the MA within agreed timescales of each quarter end
- (d) Maintain revenue ledger accounts
- (e) Issue invoices to parents as requested by MA
- (f) Ensure prompt payment of invoices issued;
- (g) Maintain purchase ledger accounts.
- (h) Prepare a routine list of purchased as agreed with MA for approval

### **Banking:**

- (a) Complete monthly bank reconciliations within agreed timescales of the month end.
- (b) Maintain bank mandates
- (c) Oversee weekly banking of cash and reconcile cheques and payments received to bank statements on a weekly basis.

### **Cashflow:**

- (a) Update cash flow forecast on the basis of actual monthly expenditure and provide to MA within agreed timescales of the month end
- (b) Prepare revised cash flow budget on agreed timescale

### **Statutory Account:**

- (a) Support preparation of draft accounts to the MA;

### **Payroll:**

- (a) Prepare payroll and keep up to-date with changes in law, pension schemes and PAYE.

### **Others:**

- (a) Supporting the MA in the planning, preparation, and delivery of statutory reports, publications, internal and external audits, and the Annual Report and Accounts within agreed timetables.
- (b) Processing, recording and payment of staff, other expenses
- (c) Preparation of quarterly VAT returns
- (d) Shadow and understand the work of other members of the finance team and support/help them in their tasks.
- (e) Producing regular report as requested by MA;
- (f) Liaising with external auditors on audit matters and acting on management letters

### **Perform any other duties as designated by the Accounts Manager.**

Applications and enquiries should be directed to [staffrecruitment@istafrica.com](mailto:staffrecruitment@istafrica.com) before close of business on Friday, 03 June 2022.