



CAREER OPPORTUNITY

Job Title: Accountant

Are you a visionary leader passionate about shaping the future of young children and young people?

A renowned institution delivering excellence in education through the British Curriculum, is seeking an exceptional individual to join our team as Headmaster.

About Us:

Our mission is to deliver a transformative educational experience that inspires students to excel academically and grow personally. We strive to cultivate a learning environment that is dynamic and inclusive, and focused on nurturing critical thinking, creativity and ethical values.

Key responsibilities

- initiates action to void or stop cheques and direct deposits.
- utilizing effective oral and written communication skills in dissemination of information to provide timely and accurate responses to customers
- keeping track of inflow of money
- tracking incoming payments and obligations
- following up on outstanding school fees
- collection and receipting
- preparing bank deposits and payments of salaries
- reconciles financial data for accurate account balances
- accurate bookkeeping for auditing
- preparation of balance sheet for auditing.

Qualifications and Experience:

- Acca, BSC in accounting, HND accounting or a related field.
- Exceptional communication and interpersonal skills.
- A track record of driving academic excellence and fostering school growth.
- Commitment to continuous professional development and innovation in education
- Excellent working knowledge in Ms word, Excel, Outlook



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Aplaku - Accra
Opposite Kings University



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Why Join Us?

Work in a dynamic, multicultural environment.

Opportunity to lead a team of passionate educators.

Competitive salary and benefits package.

How to Apply:

Interested candidates should submit their CV, cover letter outlining your vision for leading our school to dkisseh@gmail.com



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