



# American International School of Lusaka

Every student thrives

## Vacancy Announcement

### Accountant (Accounts Payable)

To commence 15 January, 2024 or earlier if possible

The AISL Business Office is seeking to hire an Accountant to join the School Administrative Team. The successful candidate should have an accounting qualification (BACC, ZICA, ACCA or CIMA), and a minimum of three years' experience in an accounting role. They should be able to manage their time effectively and work to deadlines, as well as maintaining a high level of accuracy and attention to detail.

The job description will include performing bank & creditor reconciliations, accounts payable processing and postings using Sage Evolution, as well as additional school trip and professional development payments. Excellent communication skills, and a friendly demeanor are a prerequisite.

Prospective candidates should be Zambian Citizens or Zambian Residents.

Interested and suitably qualified candidates should email the following in pdf. Format to the HR Manager at [hr@aislusaka.org](mailto:hr@aislusaka.org) or [sswart@aislusaka.org](mailto:sswart@aislusaka.org), no later than **Wednesday, 20<sup>th</sup> December, 2023**:

- Letter of application detailing your strengths as a candidate and why you are interested in the position at the American International School of Lusaka (not to exceed two pages).
- A current résumé or curriculum vitae (not to exceed two pages).
- Contact details for at least three references (phone numbers and email addresses) in an accounting field.

487A/F/3 Leopards Hill Rd.  
Lusaka, Zambia  
Tel: +260 978 772600  
+260 967 967325  
[www.aislusaka.org](http://www.aislusaka.org)  
[info@aislusaka.org](mailto:info@aislusaka.org)

