



# American International School of Lusaka

Every student thrives

## Position Opening: Business Manager

Effective from August 1, 2024 (or earlier if a transition is possible)

The American International School of Lusaka (AISL), a renowned institution dedicated to fostering educational excellence, is actively seeking an exceptional leader to assume the role of Business Manager, starting from August 1, 2024. Steeped in a legacy of academic distinction, AISL has been a cornerstone of quality education in Lusaka, Zambia, and is now poised for a transformative future **grounded in an overarching strategic impact goal**: The AISL Community is thriving because we are innovative, inclusive and imaginative.

Using the IB as a curriculum framework, AISL places significant emphasis on holistic education, nurturing both the minds and hearts of its diverse student body. As the Business Manager, you will play a pivotal role in ensuring the financial stability that will drive AISL's continued success. Reporting directly to the AISL Director, you will join a dynamic senior leadership team, collaborating closely with esteemed educators, administrators, and the Board of Directors' Finance Committee. As the Business Manager you will be responsible for overseeing budgeting, financial planning, accounting, and compliance with relevant regulations.

### Key Responsibilities:

#### Finance:

- Lead a dedicated team of two or three accounting professionals, guiding them to maintain impeccable financial records and uphold the highest standards of fiscal responsibility.
- Oversee the effective management of AISL's annual budget of \$8+ million, meticulously allocating resources to support the school's various programs and initiatives.
- Provide financial analysis and reporting to the Board of Trustees, senior leadership, and other stakeholders, highlighting key financial indicators and making recommendations for improvement.
- Reconciles and records all school income.
- Reviews all payment vouchers including monthly payroll for the Director's approval, and authorize bank payments after the Director's approval.
- Forge a strategic partnership with the Board Finance Committee, contributing your financial acumen to shape AISL's long-term financial strategies, prudent investments, debt management, and comprehensive financial operations.
- Exercise prudent oversight of both operating and capital reserve funding, ensuring AISL's financial resilience and capacity for growth.
- Manage the annual audit process with meticulous attention to detail, upholding transparency and accountability in all financial transactions.
- Safeguard AISL's assets and resources through comprehensive annual insurance and risk management strategies, ensuring the continued smooth operation of the institution.
- Oversee the school's accounting processes, including accounts payable/receivable, payroll, and financial record-keeping, ensuring accuracy and compliance with accounting standards.
- Collaborate on fundraising efforts and donor stewardship, including financial reporting and grant management.
- Maintains separate accounts for PTA/School shop/ISSEA trips/DOE and other school related activities and provides reports upon request.



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## External relations:

- Stay informed about relevant laws, regulations, and best practices in finance and operations in the education sector, and implement necessary changes to ensure compliance and continuous improvement.
- Monitors bank loan(s). Submits quarterly financial reports and other periodic and annual reports as required by the loan agreement.
- Liaises with International Schools Services (ISS) on matters relating to the School's US Foundation.

## Qualifications/Attributes for AISL's Business Manager:

### Essential:

- Demonstrated success as a school finance administrator, ideally within an international school setting.
- A minimum of five years of dynamic leadership experience in accounting, educational finance, and school business operations.
- Proven track record of thriving within culturally diverse environments, fostering collaboration and understanding.
- Exceptional leadership and organizational skills, with a keen ability to inspire and mobilize teams.
- High Technology skills and knowledge of financial software packages.
- Outstanding written and verbal communication abilities, reflecting your capacity to engage and inform diverse stakeholders.
- Zambian citizen or established resident

### Preferred:

Master's degree or higher in Education Management, Finance and accounting, or a relevant professional field, underscoring your commitment to ongoing growth and expertise.

### Salary and Benefits:

- AISL is proud to extend a competitive salary package, complemented by a comprehensive benefits program supporting your professional advancement.

### Application Process:

To embark on this transformative journey with AISL, please compile the following documents into a single PDF attachment (not exceeding 8MB) and send your application to the HR Manager at [hr@aislusaka.org](mailto:hr@aislusaka.org)

- A compelling, two-page letter of application detailing your unique strengths and articulating your passion for this distinctive opportunity.
- A current, two-page resume outlining your impressive professional trajectory.
- A concise, one-page reference list, inclusive of phone numbers and email addresses.
- Up to three letters of reference, if readily available, offering insights into your character and professional achievements.



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The Closing date for Applications is: **Thursday, 30th November, 2023**. AISL reserves the right to appoint a candidate before the closing date, if an outstanding applicant is identified early in the search process. For inquiries or further information, please contact: [sswart@aislusaka.org](mailto:sswart@aislusaka.org)