

School Bursar Needed-Lugbe, Abuja

Description

Molly Distinct Consult is seeking an experienced and skilled School Bursar to manage the financial and administrative operations of one of our partnered schools in Lugbe, Abuja. The successful candidate will be responsible for overseeing financial planning, budgeting, accounting, and financial reporting, as well as managing the school's resources, facilities, and support services.

Responsibilities

Financial Management:

- Develop and manage the school's budget and financial plans
- Oversee financial reporting, accounting, and auditing
- Ensure compliance with financial regulations and laws

Resource Management:

- Manage the school's resources, including facilities, supplies, and equipment
- Oversee maintenance and repairs of school buildings and grounds

Support Services:

- Manage the school's support services, including transportation, catering, and security
- Ensure the smooth operation of school events and activities

Human Resources:

- Oversee the recruitment, training, and development of support staff
- Manage employee relations and benefits

Risk Management:

- Identify and mitigate financial and operational risks
- Develop and implement risk management strategies
- Compliance:
 - Ensure compliance with relevant laws, regulations, and standards
 - Maintain accurate records and reports

Qualifications

Bachelor's degree in Accounting, Finance, or related field

- Professional certification (e.g., CPA, CMA)
- Minimum 5 years of experience in financial management and administration

Strong financial analysis and budgeting skills

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

September 2024

Duration of employment

Monday's through Friday

Industry

Education

Job Location

Lugbe, 900107, Lugbe, Abuja, Nigeria

Working Hours

Monday through Friday

Base Salary

80,000 - # 100000

Date posted

July 10, 2024

– Excellent leadership and management skills-

Ability to work in a fast-paced environment

– Strong communication and interpersonal skills

Job Benefits

By joining this school, they can offer you:

A competitive salary

A supportive team of teachers, support staff and senior leaders

Excellent school facilities

Opportunities for CPD

A hard working but welcoming working environment.

Contacts

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By registering with Molly Distinct Consult, we can offer you:

We attract top education talent and in return offer attractive salary.

Great referral scheme

Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success

Help with lesson planning – our support doesn't stop once we've secured you a placement

Free social and networking events to get to know your peers and consultants