

American International School of Abuja

Position Title: Business Manager

Reports To: Head of School

Last Modified: October 23, 2023



Position Description/Overview:

The Business Manager is responsible for all functions related to the Business Office at AISA. The Business Manager works closely with the Head of School to ensure that all matters within AISA are conducted in such a way that they have a positive and beneficial effect upon the educational aims of the school.

Duties and Responsibilities:

Financial Resource Management

- Maintains a strategic financial plan to meet the needs of the school's development plan
- Prepares annual budgets, financial statements, management accounts, cash flow statements and variance analysis as required
- Liaises with the school's accounting staff and auditors in the preparation of annual accounts
- Establishes and supervises all internal accounting procedures including collecting, accounting and banking of all school funds
- Establishes and supervises accounting procedures covering current and capital expenditures, petty cash, budget management, and invoicing to parents
- Oversees the school's multiple bank accounts in both Naira and USD and maintains a strategic plan to help mitigate the currency devaluation
- Reports to the Finance Committee and Board of Directors as required

Facility and Property Maintenance

- Manages the maintenance of all apartment premises, follows sound practices in facility management and grounds maintenance
- Implements and supervises all outsourced services contracted by the school
- Oversees all school building projects, liaises with project managers, architects, contractors, etc.

Business and Operations

- Coordinates and participates in the planning and implementation for business and operations to ensure the effective and efficient use of resources
- Sits on multiple committees (Finance, Facilities, Policy, etc) and coordinates with Head of School in leading implementation of the Master Building Plan

- Reviews and approves disbursement vouchers, purchase orders, and requests for financial commitment or payment
- Facilitates, monitors and manages contract services and staff of Food Services (Cafeteria & Snack Bar)

Professional Growth

- Participates in ongoing professional development activities related to school business operations, education and school leadership.

Health and Safety

- Prepares and implements emergency plans and procedures to evaluate the buildings and restore use of the buildings in the event of any breakdown
- Ensures the school's health and safety policies are implemented at all times
- Supervises nurses and medical professionals on staff

Desired Skills and Abilities:

- Previous administrative experience in education or business experience in a non-profit setting preferred
- Multi-lingual and/or demonstrated ability to learn another language
- Demonstrated ability to manage complex department and interact effectively with diverse nationalities
- Experience with construction or other renovation projects.
- Overseas international experience and demonstrated success in a multicultural environment.

Job Qualifications:

- University Bachelor's degree in Accounting / Finance / Business Management
- Master's in Business Administration (MBA) and professional certification preferred
- Experience with contractual matters including construction projects preferred
- Minimum 10 years of working experience