

Job Description

Job Title	Head of Finance and Accounting
Department	Business, Finance and Operations
Position Overview	<p>The experienced Head of Finance and Accounting will have as core responsibilities the leadership of the complete Accounting, Finance, and Supply Chain departments.</p> <p>This position will report to the Principal of Business, Finance and Operations.</p>
Key Expectations	<ul style="list-style-type: none"> ○ <u>Child Protection</u> <ul style="list-style-type: none"> ○ All LIS employees are responsible for the safeguarding of children and must perform duties in accordance with the LIS Code of Conduct. ○ <u>Data Protection</u> <ul style="list-style-type: none"> ○ All LIS employees are expected to comply with existing laws and abide by the data protection principles ○ It is an expectation that All LIS employees must be committed to ensuring the security and protection of the personal information that the organization processes, and to provide a compliant and consistent approach to data protection. ○ <u>Essential Agreements</u> <ul style="list-style-type: none"> ○ All Employees are expected to adopt and maintain a clear understanding of the, Schools Vision, Mission, Values and Parameters and embed these in all day-to-day practices and professional conduct. ○ All Employees must abide by the school's policies, procedures, handbooks, employment contracts and/or other agreements (<i>as applicable</i>). ○ <u>Professional Growth Plans (PGP)</u> <ul style="list-style-type: none"> ○ All LIS employees are expected to engage in continuous improvement through learning and development and to submit an annual PGP.
Duties and Responsibilities	<ul style="list-style-type: none"> ● Finance: <ul style="list-style-type: none"> ○ Coordinate all activities performed by the Finance department led by the Finance Manager. ○ Responsible for presenting Internal and external reports, financial and accounting documentation, financial scorecard and information related to LISA, invoicing and collections, A/R management and Budget Control of all School Budget Holders. ○ Responsible for reporting Financial information to the school dash board. ○ Active participation in the Board Finance Sub-committee.

	<ul style="list-style-type: none"> ● Accounting: <ul style="list-style-type: none"> ○ Coordinate all activities performed by the Accounting department led by the Accounting Manager. ○ Responsible for the proper registration and presentation of all Accounting transactions, management reports, and local and Management Financial Statements to School authorities, government authorities and third parties. ○ Final responsible that all payments to support a sustainable operation are made according to current Internal Policies and Procedures. ○ Direct contact with the external auditors ensuring our Statutory Financial statements are presented in due time and accurately, without any unfavorable opinion from auditors. ● Supply Chain: <ul style="list-style-type: none"> ○ Lead by the Supply Chain Leader, who will directly report to the Head of Finance and Accounting position, this Department is responsible for all the procurement and purchases of the School, its distribution and the storage of all parts, supplies and School stationery. ● Management: <ul style="list-style-type: none"> ○ Implement a Key Performance Indicators (KPIs) control panel to report all the Department deliverables statistics to the Principal of Business, Finance and Operations, the School Director and the SLT. ○ Implement Professional Growth Plans for the position and all its direct reports, identifying areas of improvement in Professional Development, to better performed its team daily activities. ○ Evaluate direct report employee's performance, at least two times per year. ○ Proactively work towards the resolution of all Department members needs of information as well as provide support to all reporting and information needs from the Principal of Business, Finance and Operations, ensuring he has the right, updated and accurate accounting and financial information to efficiently manage the financial and operational needs of the School, ensuring its sustainability. ○ Support Principal of Business, Finance and Operations in preparing and validating financial presentations to School Director, SLT, Board of Directors Committees, Board of Directors Meetings, etc.. ○ Plan, guide, lead and coach the Leaders team of each area of responsibility to allow them to properly accomplish their objectives.
<p>Knowledge, Skills and Competencies</p>	<ul style="list-style-type: none"> ● In-depth knowledge of the business standards best practices and external regulations ● Excellent knowledge of reporting procedures and record keeping ● A business acumen partnered with a dedication to Customer Services ● Methodical and diligent with outstanding planning abilities ● An analytical mind ability to comprehend the complexities of technical challenges to be resolved in a limited environment ● Excellent communication skills in both written and spoken English and Portuguese

	<ul style="list-style-type: none"> • Excellent legal skills and ability to work independently in a fast-paced environment. • Results oriented and driven by business objectives • Angolan national or residence status
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Degree in Accounting, Finance, and/or Business Administration is a must. • Minimum +5 years proven experience as Head of Finance and Accounting in top level /well known organizations. • In depth knowledge of local and international financial reporting standards and best practices in Accounting and Finance.

The above is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the School reserves the right to revise the job to reflect changes in the organization. The employee will undertake such other requirements as are necessary for the support of the Department and Luanda International School.