



Job Title: Chief Operating Officer (COO)

Employer's Name: International Community School

Employment Start Date: January 2026

Job Type: Full Time

School/Campus: Based in Accra with oversight on other campuses

ABOUT THE SCHOOL:

International Community School Ghana is an accredited international offering Cambridge International school program from early years to A Level and providing students with an inclusive holistic and international education needed to succeed in college/university and career.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

THE POSITION:

We are seeking a seasoned financial expert with exceptional leadership skills to join our senior management team as Chief Operating Officer (COO). The ideal candidate will possess a strong background in finance, preferably with a chartered accounting certification (ACA, ACCA, or CPA) or significant experience in financial management. The COO will oversee the operational and financial management of the school. This pivotal role reports directly to the Directors and requires a visionary leader committed to operational excellence and institutional growth.

BENEFITS:

- Competitive internationally benchmarked salary and benefits package (salary paid in local currency. Currency payment negotiable applicable only to an Expat candidate)
- Health Insurance
- 100% Tuition Bursaries for children if applicable
- Provident Fund in Addition to SSNIT Tier 1 and Tier 2
- Other Competitive Fringe Benefits
- Transportation and Housing Allowances/Benefits

KEY RESPONSIBILITIES:

- Financial Management:
- Oversee financial planning, budgeting and forecasting

- Develop and implement financial strategies to drive growth and sustainability
- Manage financial reporting, compliance and risk management
- Oversees procurement and stores management
- Build relationships with regulatory bodies, auditors, bankers/financiers a

Operational Oversight:

- Supervise non-academic and administrative departments, including:
 - General Administration
 - Estates and Facilities Management
 - Transport and Logistics
 - Human Resources
 - Security and Safety
- Ensure efficient operations, effective resource allocation, and excellent service delivery
- Strategic Leadership:
 - Provide strategic guidance to the senior leadership team
 - Strengthen relationships with stakeholders, including board members, investors and partners
 - Drive initiatives to enhance operational efficiency, quality and compliance
 - Align school strategies with business goals

PERSON SPECIFICATION:

- A Chartered Accounting qualification (ACA, ACCA, or CPA) with solid financial management background complemented by an MBA, CFA or its equivalent
- Minimum of 10 years' experience in Senior Management roles within a reputable organization
- Proven experience in financial leadership and operational management
- Strong leadership in inventory management and procurement
- Excellent analytical, problem-solving and communication skills
- Ability to drive change and improvement initiatives
- Experience in an international school setting is a plus but not required

APPLICATION PROCESS:

If you are a finance professional with exceptional managerial and leadership skills looking for a challenging role, send your application letter, CV, certificate, letter of recommendation from your current head and contact of two references who will be contacted if shortlisted to hr@icsghana.info. Only shortlisted applicants would participate in the interview.



The International Community School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks.

Application Deadline: November 24, 2025