



Job Title: Accounting Staff – Payment Processing & Fee Collection

Employer's Name: International Community School

Employment Start Date: February 2026

Job Type: Full Time

School/Campus: Accra Campus

ABOUT THE SCHOOL:

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders.

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 to recruit a committed and detail-oriented accounting professional to join our Accounts and Finance team. The successful candidate will play a vital role in overseeing payment processing, fee collection and financial reporting. He/She must be dependable, meticulous and devoted to upholding the highest standards of accuracy and compliance.

BENEFITS:

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow.

These benefits are as follows:

- 1. Competitive Remuneration**
- 2. Bursary/Scholarship for staff wards (Maximum of 2 kids)**
- 3. Continuous Staff Training and Development for professional growth.**
- 4. Social Security Contribution (Tier 1)**
- 5. Enterprise Trustees Contribution (Tier 2)**

- 1. Provident fund Contribution (Tier 3)**
- 2. Opportunity to grow within a structured and compliance-driven organization.**
- 3. Exposure to financial operations in the education sector.**

KEY RESPONSIBILITIES:

- ✓ Process vendor payments, staff reimbursements, and client invoices.
- ✓ Track receivables and follow up on outstanding payments.
- ✓ Issue receipts and maintain accurate client account records.
- ✓ Assist in preparing monthly and annual financial reports.

PERSON SPECIFICATION:

Qualifications & Experience:

- ✓ Bachelor's degree in Accounting/Finance as a minimum qualification
- ✓ At least 3 years' experience in the accounting field.

Skills and Attributes:

- ✓ Proficiency in accounting software (Quick Books, Sage, etc.) and MS Excel.
- ✓ Ability to support audits and ensure compliance with company policies and tax regulations.
- ✓ Strong organizational and communication skills.
- ✓ Integrity, accuracy and attention to detail.
- ✓ Commitment to continuous professional development

Application Process:

Kindly submit your CV, a cover letter, a letter of recommendation from your current head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the exams writing and 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.

Submit queries, if any and your completed application to hr@icsghana.info