



**INTERNATIONAL
COMMUNITY
SCHOOL**

Job Title: Internal Audit Officer

Number of Positions: 2

Employer's Name: International Community School

Employment Start Date: 1st October, 2026

School/Campus: Accra & Kumasi 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 seek highly motivated audit officers to assist the Internal Auditor in evaluating and enhancing the effectiveness of risk management, internal controls and governance processes within the school.

❖ RESPONSIBILITIES/DUTIES:

- Conduct regular audits of financial records, operational processes and compliance with school policies.
- Review internal control systems and recommend improvements to enhance efficiency and reduce risk.
- Monitor adherence to statutory requirements, including tax, payroll, procurement and vendor contracts.
- Assess the adequacy and effectiveness of safeguarding measures for school assets and resources.
- Prepare detailed audit reports with findings, recommendations, and corrective action plans.

Training Tomorrow's Leaders Today

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INTERNATIONALLY
ACCREDITED
SCHOOL



Cambridge Assessment
International Education
Cambridge International School





- Follow up on the implementation of audit recommendations and report progress to management and the Audit Committee.
- Ensure confidentiality and integrity in handling sensitive information.

❖ **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional certification (e.g., CIA, ACCA, CPA, or equivalent) preferred.
- A minimum of 3–5 years' experience in auditing within the educational sector is preferred, though not required.
- Strong knowledge of internal control frameworks, risk management, and compliance standards.
- Excellent analytical, communication, and report-writing skills.

❖ **CORE COMPETENCIES**

- Exceptional analytical and problem-solving skills.
- Strong communication and report-writing abilities.
- High integrity, independence, and sound judgment.
- Ability to influence senior leadership and drive organizational change.

❖ **PERSONAL ATTRIBUTES**

- High integrity and ethical standards.
- Independence and objectivity in judgment.
- Strong interpersonal skills to work with staff at all levels.
- Resilience and ability to handle sensitive information confidentially.
- Commitment to continuous professional development



❖ **APPLICATION INSTRUCTIONS:**

If you are a finance and audit professional with exceptional analytical, managerial and leadership skills looking for a dynamic role, send your application letter, CV, certificates, letter of recommendation from your current Head and contact details of two references who will be contacted if shortlisted to hr@icsghana.info.

Only shortlisted applicants will be invited for an 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 verification.

