



**INTERNATIONAL
COMMUNITY
SCHOOL**

Job Title: Internal Auditor

Employer's Name: International Community School

Employment Start Date: 1st October, 2026

School/Campus: Accra

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 looking for a highly motivated and dedicated Internal Auditor who will be responsible for evaluating and improving the effectiveness of risk management, internal controls and governance processes within the school. The role ensures compliance with applicable policies, procedures and regulations, while safeguarding the school's assets and promoting transparency and accountability.

RESPONSIBILITIES/DUTIES:

❖ Audit Leadership

- Lead and control the full audit cycle: risk assessment, planning, execution, reporting and follow-up.
- Develop and implement annual audit plans aligned with the school's strategic objectives.
- Ensure audits cover financial, operational, compliance and IT systems

❖ Governance & Compliance

- Provide independent assurance to the Managing Director, Audit Committee, and Board of Governors.

Training Tomorrow's Leaders Today

Address: P.O.Box KS 10631, Kumasi Ghana **Tel:** Kumasi +233 24 267 4281 Accra +233 54 853 8043



@officialICSgh



www.icsghana.org



info@icsghana.org



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SCHOOL



Cambridge Assessment
International Education
Cambridge International School





- Monitor compliance with the Cambridge Curriculum and Examinations, Ghana Education Service (GES), Ministry of Education, financial regulations and all the school's affiliates.
- Evaluate adherence to internal policies, ethical standards, and safeguarding protocols.

❖ **Risk Management**

- Identify key risks across academic, operational, and financial areas.
- Recommend risk mitigation strategies and cost-saving measures.
- Track implementation of corrective actions and progress report.

❖ **Reporting & Advisory**

- Prepare clear, evidence-based audit reports for senior management and the Board.
- Present findings and recommendations in management and governance meetings.
- Act as an objective source of advice to strengthen decision-making and institutional resilience.

❖ **Continuous Improvement**

- Benchmark against best practices in school governance and financial stewardship.
- Stay updated on evolving audit standards, educational regulations, and sector trends.
- Train and mentor staff on compliance, internal controls, and accountability.
- Any other responsibilities as assigned.

QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

❖ **Experience**

- Minimum 7–10 years of progressive experience in internal auditing, with at least 3 years in a senior management role.
- Prior exposure to educational institutions, NGOs, or complex multi-site organizations preferred.



❖ **Education & Professional Certification**

- MSc in Finance, Accounting, or Audit; or equivalent professional qualification (ACCA, CA, CIA).
- Strong knowledge of International Standards for the Professional Practice of Internal Auditing (IPPF).

❖ **Technical Skills**

- Advanced proficiency in MS Office, accounting software, and data analytic tools.
- Ability to analyze large datasets and produce actionable insights.

❖ **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



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clearance including identity checks, criminal background checks, qualification checks and employment verification.



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