



JOB DESCRIPTION

Title:	Accountant	Category: (cf Policy 5.101)	Administrative Management and Technical Support
Reports to:	Accounts Manager	Department:	Finance
Job Holder:		Start Date:	As Soon As Possible

IST Foundational Documents

IST Mission

Challenge, support and inspire all learners to become accountable citizens who find their own paths and thrive in a dynamic world.

IST Vision

IST is a pioneering International Baccalaureate Continuum school that ignites a life-long passion for learning.

We are a diverse and vibrant community that values student agency and cultivates local and global partnerships, in an open and adaptive learning environment.

IST fosters exploration, collaboration, and authentic experiences that develop resilient and compassionate individuals.

Core Values

- Respect
- Service
- Well-being
- Belonging
- Growth

Mission Impacts

- An accountable citizen recognizes their impact and responsibility to their communities. They are equipped with knowledge, empathy, and ethical commitment. They embody the school's values and contribute positively to society.
- Learners will collaborate with mentors and are empowered to explore diverse opportunities that extend and enrich the curriculum.
- Learners are self-driven, curious and confident. They are creative and imaginative thinkers who can develop solutions, seize opportunities, and adapt in the face of adversity.

Strategies

In order to support our mission, vision and values, IST will:

Strategy 1 - Leveraging Community

Leverage the IST community and local and global partners.

Strategy 2 - Professional Growth

Attract, develop, and retain exceptional professionals who embody IST's mission, vision, and values.

Strategy 3 - Innovation & Learning

Explore, create, and implement innovations in the educational ecosystem in support of learner agency, academic rigor, and the pursuit of excellence.



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Strategy 4 - Future Focus

Implement transformative approaches to resource management focused on environmental responsibility and efficiency, financial viability, and institutional continuity.

Summary of the Role

Reporting to the Accounts Manager, the primary function of this role is to contribute to the development and implementation of the departmental accounting systems, policies and procedures. Support the department through the collection, processing, recording, reconciliation and reporting of financial data, verifying the validity, completeness and accuracy of source documentation. Maintains complete and proper records of revenue, expenditure, assets and liabilities and ensures the accuracy and integrity of financial information.

Preferred Qualifications and Experience

- (a) Experience: 5+ years as an Accountant, preferably in a School set-up.
- (b) Must have a Bachelor's Degree in Accounting/Business/Finance.
- (c) Holder of Certified Public Accountant (CPA); Association of Chartered Certified Accountant(ACCA);

Professional Competencies:

- (a) Be self-directed and self-motivated.
- (b) Be detail-oriented, organized and accurate.
- (c) Demonstrates integrity by modeling the IST's values and ethical standards.
- (d) Sound decision making, solutions-focused, knowledge of child protection and health and safety.
- (e) Knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles.
- (f) Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.
- (g) Experience in delivering priorities within strict timelines.
- (h) Ability to promote integrity and business ethics; demonstrate mature judgment, trust and open communication; ability to ensure effective teamwork, collaborative behaviour and team spirit.

Personal Attributes:

- (a) Collaborative team player, empathetic listener.
- (b) Integrity and confidentiality.
- (c) Intercultural awareness, creative, persuasive.
- (d) Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.
- (e) The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses.
- (f) Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.
- (g) Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to various audiences and stakeholders.
- (h) Strong ability to build effective working relationships with internal and external stakeholders at all levels and work collaboratively to achieve objectives.



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Responsibilities

The primary responsibilities of an Accountant will be:

Ledger Account:

- (a) Maintain accounts to trial balance level
- (b) Provide trial balance to the MA within agreed timescales of each quarter end.
- (c) Maintain individual accounts of expenditures incurred against budget and provide them to the MA within the agreed timescales at each quarter's end.
- (d) Maintain revenue ledger accounts.
- (e) Issue invoices to parents as requested by MA
- (f) Ensure prompt payment of invoices issued;
- (g) Maintain purchase ledger accounts.
- (h) Prepare a routine list of purchases as agreed with MA for approval

Banking:

- (a) Complete monthly bank reconciliations within agreed timescales of the month's end.
- (b) Maintain bank mandates
- (c) Oversee weekly banking of cash and reconcile cheques and payments received to bank statements weekly.

Cashflow:

- (a) Update cash flow forecast on the basis of actual monthly expenditure and provide to MA within agreed timescales of the month end
- (b) Prepare revised cash flow budget on agreed timescale

Statutory Account:

- (a) Support preparation of draft accounts to the MA;

Payroll:

- (a) Prepare payroll and keep up to-date with changes in law, pension schemes and PAYE.

Others:

- (a) Supporting the MA in the planning, preparation, and delivery of statutory reports, publications, internal and external audits, and the Annual Report and Accounts within agreed timetables.
- (b) Processing, recording, and payment of staff and other expenses.
- (c) Preparation of quarterly VAT returns.
- (d) Shadow and understand the work of other members of the finance team and support/help them in their tasks.
- (e) Producing regular report as requested by MA.
- (f) Liaising with external auditors on audit matters and acting on management letters

Perform any other duties as designated by the Accounts Manager.

Particulars of the Search:

Prospective applicants should be based in Tanzania and need to apply formally. They should submit a letter (in English) describing their fit and interest in the position and an up-to-date curriculum vitae/resume, including the names, addresses, and contact details of three (3) referees. Applications and enquiries should be directed to staffrecruitment@istafrica.com; before the close of business on **Monday 26th January, 2026**



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