Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2024-2025

Financial and Accounting Manager
Finance and Operations Department
(FULL-TIME POSITION)

JOB SUMMARY:

The Finance Manager is responsible for the overall accounting functions and budget tracking functions at CAC. He/she directs and organizes all accounting functions, directly supervises the accounting office and staff, manages all accounting activities according to the established CAC Policies and Procedures and International Financial Reporting Standards (IFRS) and provides direct leadership and management of the annual school financial audit process.

He/she will support the CFO by managing and supporting the budgeting process at CAC including budget planning, tracking, reporting. Additionally, he/she will support the F&OD to ensure legal tax compliance. Furthermore, he/she will update and maintain the financial model, ensuring its functionality and the accuracy of underlying assumptions. He/she will play a key role in the implementation process of the new ERP system, contributing to its successful integration. Additionally, the role requires proactively identifying solutions and introducing innovative ideas to enhance the efficiency and effectiveness of the finance team, thereby providing stronger support to overall operations.

Qualifications/Experience:

All employees at CAC are expected to relate positively to and communicate effectively with staff, students, and parents. All employees are expected to organize work efficiently and manage time effectively.

- Bachelor's degree in accounting, finance or related field.
- CPA or ACCA is a must.
- Advanced computer skills.
- Fluent in English and Arabic.
- Min experience as an Accounting/Finance Manager (5-10 years).

Required Skills

- Master's in business administration, CFA.
- Prior experience in a school environment.

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)
https://www.cacegypt.org/index.php/support-staff-employment-application

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