

Job description

Deputy Chief Financial Officer

The context

The Louis Pasteur French School has been part of the Lagos educational landscape since 1958, and as such is one of the oldest international schools in the area. It educates just over five hundred students from kindergarten to the end of secondary school. The school employs over a hundred people with a wide variety of statuses and missions.

Located in an English-speaking country, the school enjoys an excellent reputation. It is currently undergoing expansion and renovation.

Administrative position :

The deputy CFO is a local employee of the AFN (Association Française de Nigéria), the school's managing body.

He/she is placed under the hierarchical authority of the Principal and, by delegation, under the functional authority of the Administrative and Financial Director (DAF).

Missions:

- Draw up reporting tables for members of the managing association
- Supervise general accounting and prepare monthly and annual financial statements
- Financial monitoring of the HR department and payroll management in conjunction with the HR manager
- Oversee the facility's cash management
- Check cash register with cashier

- Financial monitoring of expenses and revenues relating to the pooling of continuing education expenses in the zone
- Represent the CFO at various meetings
- Manage teams in the CFO's absence

Skills required :

- Knowledge of the workings of a French lycée abroad
- Good command of IT tools (Word, Excel) and, if possible, specific tools (Sage, EDUKA)
- Organizational skills
- Ability to handle several projects simultaneously
- Ability to work independently
- Fluent English and fluent French preferred.

This is a locally recruited position. The position is available immediately.

Applications + CV to be sent by e-mail: lyceefrancais@lflp-lagos.com latest September 27th 2024.