

International School of Cape Town: Business Manager

The International School of Cape Town is one of the largest Cambridge schools in the country, offering the British curriculum from Nursery to A level, since 1998. The school prides itself on consistently producing excellent academic results in a warm and supportive environment, incorporating the latest in teaching skills and technological innovation. Although our student body is 60% South African, we have representatives from over 25 countries, offering a rich diversity of cultures and nationalities and equipping our alumni to be successful and adaptable global citizens.

We are seeking a dynamic and innovative **Business Manager** with previous general management experience at an executive level, for a minimum of 7 years. It is important to have had proven experience in financial management, budget and people planning as well as an understanding of the current socio-economic and academic environment. He/she will be a member of the SMT contributing to the strategic planning, monitoring and evaluation of the school.

SCOPE OF RESPONSIBILITY:

The scope of the role is extensive as it provides leadership across all non-academic functional disciplines combining day to day operational activity with higher level planning work including;

- Leading on the preparation of budgets, forecast, future strategic growth plans and investment business cases; preparation and presentation of management accounts to the school directors and owners highlighting key risks and opportunities; coordination of the budgeting process challenging for optimal outcomes; taking full ownership for sales invoicing, debt collection and payroll; management of all compliance/risk management and internal/external audits
- Directly line management of the school administrative team
- Leading and managing on IT provision across the school including the networks, technology and computer systems and processes
- Working closely with the Principal on HR management issues and staffing proposals including identifying budgetary implications
- Contributing to the development of the school marketing and communications strategy in order to enhance the profile of the school externally and maximise the pupil roll
- Devising estate management plans including building and ground developments and managing and coordinating the full maintenance schedule
- Overseeing the school security and transport functions meeting the highest safety standards at all times
- Proactive management of all Occupational Health and Safety issues within the school
- Significant stakeholder engagement both internally and externally

MINIMUM QUALIFICATION REQUIREMENTS:

An appropriate Bachelor's degree or equivalent, and professional accreditation with relevant registering authorities (CISA or SAICA or equivalent).

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INTERNATIONAL
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TECHNICAL COMPETENCY REQUIREMENTS:

- Excellent communication skills to engage with a range of stakeholders
- Outstanding numerical skills and business acumen
- Exceptional report writing and presentation skills
- MS Office including advanced Excel
- Advanced knowledge of financial systems such as Pastel or EdAdmin
- Strategy and investment appraisal/business case development

Applications close Tuesday 12 November 2019. It is planned that the successful candidate will assume responsibilities from **1 April 2020**. Salary and terms of appointment will be discussed on completion of the selection process. Shortlisted candidates must be willing to undertake a competency test.

Please send a comprehensive CV to employment@isct.co.za as well as to fill in the [online Google form found here](#).

Please [click here to read our Terms and Conditions](#).

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