



**CHARTERHOUSE**  
LAGOS



**Accounts Payable Accountant**



### Accounts Payable Accountant

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

The Accounts Payable Accountant will be responsible for ensuring the efficient processing of financial transactions related to accounts payable.

### Job Description

Position: Accounts Payable Accountant  
Reporting to: Finance Manager  
Department: Finance  
Position Type: Full-Time

**Role Overview:** The role involves managing invoices, interacting with vendors, maintaining timely and accurate financial records and implementing effective accounts payable practices. This role will be one of 2 or 3 members of staff within the Finance Team and will be required to assist with setting up processes and procedures in this new role.

*Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.*



<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in accounting, Finance, or a related field.	Yes	
<b>Skills &amp; Knowledge</b>		
Proven experience in Accounts Payable or a similar role.	Yes	
Strong knowledge of accounting principles and practices.	Yes	
Strong attention to detail and accuracy.	Yes	
Excellent organizational and time management skills.	Yes	
Proficient in Microsoft Office, especially Excel.	Yes	
Effective communication and interpersonal skills	Yes	
Ability to work independently and collaboratively within a school environment.	Yes	
Familiarity with education-specific accounting software.		Yes
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.		Yes
<b>Personal Traits</b>		
Integrity and trustworthiness in handling confidential financial information.	Yes	
Proactive problem solver with a positive attitude.	Yes	
Ability to work independently and collaboratively in a team environment.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.		Yes
Ability to maintain a professional demeanour when dealing with sensitive financial matters or difficult customers.		Yes



### Key Responsibilities

<b>1</b>	<b>Invoice Processing:</b>	
i	Receive, review, and process invoices related to school expenses, ensuring accuracy and adherence to budget allocations.	
ii	Verify that invoices have proper authorization and documentation, especially for educational materials, services, and facility-related expenses	
<b>2</b>	<b>Payment Processing:</b>	
i	Schedule and prepare payments for approved invoices, taking into account the school's payment policies and available budget.	
ii	Collaborate with the finance team to ensure timely and accurate disbursement of funds.	
<b>3</b>	<b>Vendor Management:</b>	
i	Establish and maintain positive relationships with vendors, addressing inquiries and resolving issues promptly.	
ii	Work closely with school administrators to coordinate procurement activities, ensuring compliance with school policies.	



### Key Responsibilities

Key Responsibilities	
<b>4</b>	<b>Student-Related Payments:</b>
i	Process payments related to student activities, such as field trips, extracurricular activities, and special events.
ii	Collaborate with relevant school staff to verify and process reimbursements for approved expenses.
<b>5</b>	<b>Expense Reimbursements:</b>
i	Manage the reimbursement process for staff and faculty, ensuring compliance with school policies and proper documentation.
ii	Reconcile and verify receipts for accuracy and appropriate approvals.
<b>6</b>	<b>Month-End Closing:</b>
i	Assist in the month-end closing process by preparing accounts payable reconciliations and supporting schedules.
ii	Provide necessary information and documentation for internal and external audits, as required.
<b>7</b>	<b>Compliance and Policy Adherence:</b>
i	Ensure compliance with school policies, accounting standards, and regulations governing educational institutions.
ii	Stay informed about changes in accounting practices relevant to the education sector.
<b>Process Improvement:</b>	
i	Identify opportunities for process improvements within the accounts payable function, collaborating with the finance team to enhance efficiency.

ii	Participate in the implementation of any software or technology solutions to streamline financial processes.
----	--



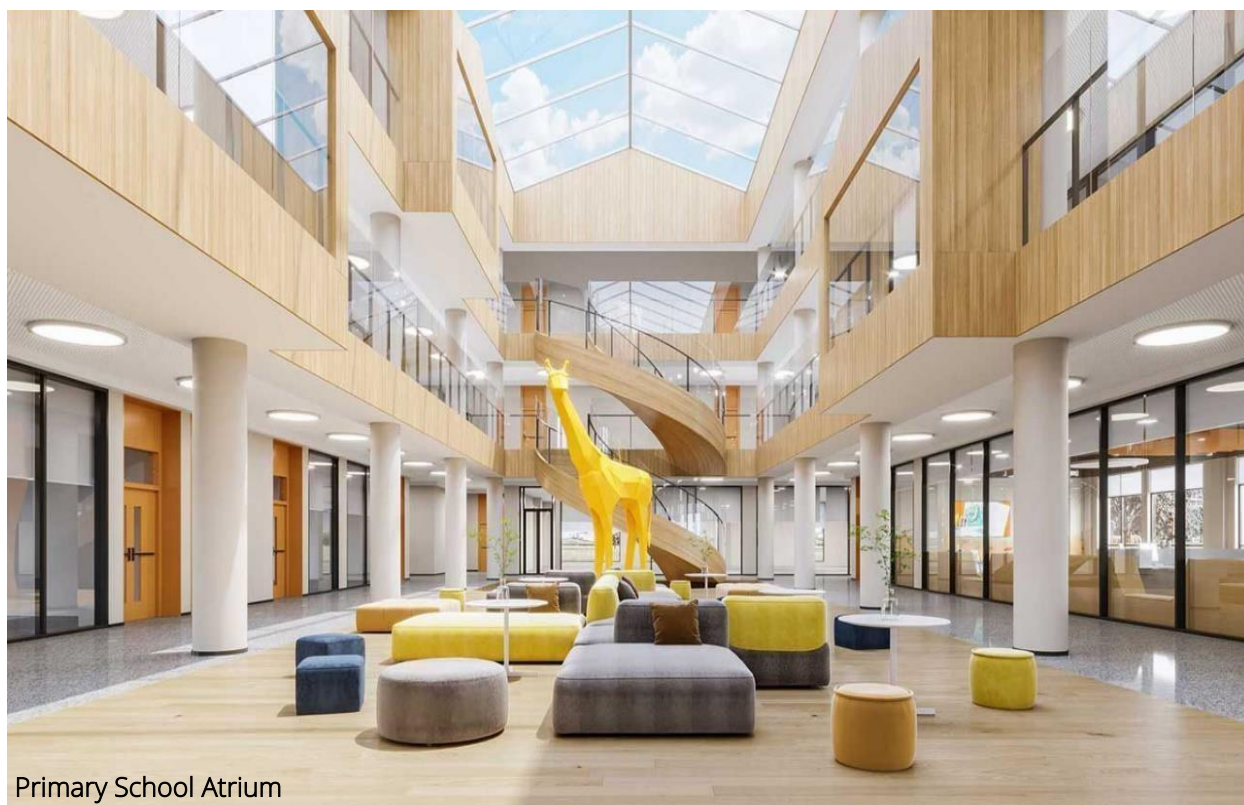
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Atrium

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.



## **TERMS AND CONDITIONS**

### **Contract**

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

### **Salary**

Competitive

### **Professional Development**

Professional and international working environment. Professional Development and training opportunities

### **Pension**

Benefits including pension health insurance.

### **Meals**

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

### **Holiday**

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

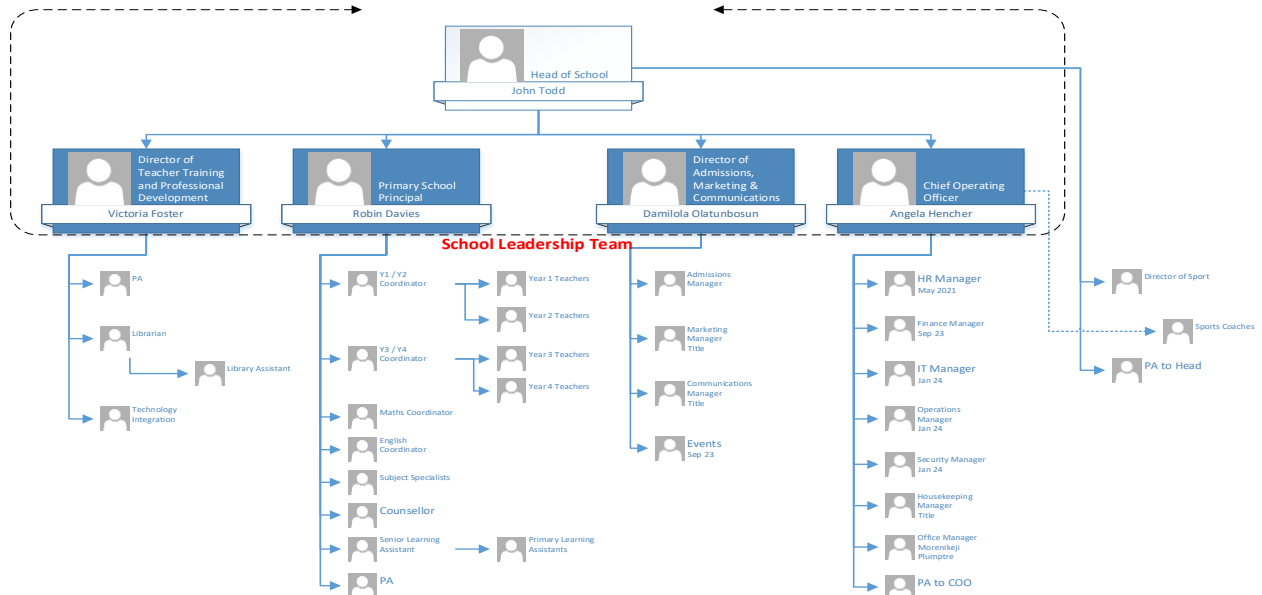
### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



## Organisation Chart:



### Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

### Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.