



FULL TIME POSITION AS BURSAR/FINANCIAL MANAGER

Position Overview

African Leadership Academy, a new and exciting educational institution based in Johannesburg, South Africa, seeks to appoint a Bursar. This position is an outstanding opportunity for a dynamic, innovative individual to participate in the launch and growth of an exceptional institution that aims to transform the African continent. The Bursar may begin work immediately and must begin work by July 1, 2008. The Bursar will coordinate the financial affairs of a rapidly-growing school. While Academy works with an outsourced bookkeeper, the tasks of the Bursar include the following:

Pre-launch set up:

- Selecting and implementing financial IT systems before August 2008
- Designing a relevant chart of accounts for the school
- Defining financial processes, policies, and internal controls

General Financial Management:

- Prepare monthly detailed financial reports for senior management and board of governors
- Analyze trends and alert management
- Process domestic and overseas invoices and monthly expense claims
- Liaise with outsourced bookkeepers
- Manage ALA payroll
- Liaise with auditors

About the Academy

African Leadership Academy is founded on the philosophy that future generations of ethical, committed leaders are the key to Africa's development. The Academy's vision is to be the training ground for these future leaders of Africa. African Leadership Academy will be a world-class secondary institution offering the International Baccalaureate curriculum in combination with a unique curriculum in Leadership, Entrepreneurship, and African Studies. The Academy will draw the most exceptional 16-19 year old students from all the 54 countries in Africa to attend its full-time, two year program in South Africa. The ultimate objective is to create a network of future African leaders who can collaborate to drive positive change throughout the continent. The Academy will launch in September 2008 with an initial class of 100 students and will grow to 250 students in its two-year program at full capacity. More information about the Academy is available on our website: www.africanleadershipacademy.org.

Profile of the Ideal Candidate

- Several years management level experience as a Bursar, Financial Manager or Accountant in an educational institution
- You have a bachelor's degree or higher in business or accounting.
- You are extremely meticulous and detail-oriented
- You are extremely organized and know how to prioritize
- You thrive in a fast-paced, entrepreneurial environment and are not afraid of taking on new challenges
- You are very comfortable with Microsoft Office, and especially Excel, incl. functions, formulas and graphs
- You are very comfortable communicating in writing, in person, and over the phone. You are not easily intimidated and can be resolute when needed.
- You are a dynamic achiever who enjoys bringing a vision into reality with minimal guidance.



African Leadership Academy

Developing the next generation of African leaders

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- You are passionate about Africa and thrilled at the prospect of shaping a new institution that will develop the future leaders of the continent.
 - You live the Academy values of Integrity, Humility, Compassion, Curiosity, Diversity, and Excellence.

Application Process and Timeline

Candidates should submit a CV with cover letter by **15 May 2008** to African Leadership Academy at employment@africanleadershipacademy.org.