



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons:

H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



Join Our Team as a Finance Assistant

The International Community School (ICS), a leading British-curriculum international school in Jordan, is seeking to appoint a qualified and detail-oriented **Finance Assistant** to join our Finance Department. As an Accountant at ICS, you'll play a key role in managing tuition and accounts receivable, payroll, and financial operations while ensuring integrity, accuracy, and compliance.

Your Responsibilities:

- Verify supporting documents before authorising payments, ensuring all vouchers are counter-signed in accordance with the school's financial policies.
- Prepare and issue vouchers for payments and receipts, recording all relevant information accurately in the accounting system
- Receive and record all payments from parents, suppliers, and other parties, including cash, cheques, bank transfers, and other payment methods.
- Issue receipts for all payments received and maintain proper documentation, including but not limited to, obtaining signatures..
- Maintain daily records of cash balances, including local and foreign currencies, and reconcile as necessary.
- Prepare and issue cheques, maintaining comprehensive records of all cheques issued and received.

What We're Looking For:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 3 years of professional accounting experience, preferably in educational institutions or similar environments.
- Strong knowledge of IFRS, Jordanian tax regulations, and payroll compliance.
- Strong analytical and numerical skills with a high level of accuracy
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills, with the ability to respond promptly and professionally to emails and inquiries.
- High level of integrity, confidentiality, and discretion in handling financial information.
- Ability to work independently and collaboratively as part of a finance team.

Email: office@ics.edu.jo | Website: www.ics.edu.jo | Telephone: +962 6 4790 666 | Fax: +962 6 5725 416

Our mission as an **inclusive**, **diverse**, and **happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



What We Offer:

- A competitive salary starting at 800 JOD per month subject to social security and tax deductions per Jordanian Law
- An attractive benefits package including 2 child placements at ICS (50% tuition remission) and Class A Medical Insurance for you
- 33 working days of annual leave.
- A vibrant, multicultural community fostering personal and professional growth.

Send your up to date CV and a brief cover letter addressing how your skills and experience meet our requirements and why you are applying to ICS to recruitment@ics.edu.jo with the position title in the subject line. Visit us at www.ics.edu.jo **Application Deadline: Monday, September 30th, 2025.** Interviews will start to take place during September. Due to the number of applications expected, only shortlisted candidates will be contacted. The start date will be negotiated with the successful candidate.

The International Community School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and local and international Police checks as appropriate.