

Chessington Schools

Lagos, Nigeria

CANDIDATURES OUVERTES

Bursar

Comptabilité & finance

LIEU

Présentiel sur site · Type de contrat indéfini

Lagos, Nigeria

Salaire : 100 000 à 150 000 NGN par mois

CANDIDATURE

place(s) disponible(s)

3 à 5 ans d'expérience

Publiée le 11/10/2026

DESCRIPTION DU POSTE

Chessington Schools (nursery, primary and college) is recruiting a Bursar in Lagos, responsible for the overall financial management, accounting, budgeting and financial reporting of the school, prudent management of school funds, timely collection of fees, payroll and compliance with financial regulations.

Responsibilities:

- Prepare school invoices
- Collect fees and recover school fees debts; follow up with parents professionally
- Issue receipts, maintain the fees database and advise management on defaulters
- Manage income and expenditure of the school
- Prepare the annual budget and financial forecast
- Oversee bank reconciliation and cash flow management
- Prepare PAYE, Pension and NSITF
- Advise management on school planning and savings
- Maintain inventory of school assets and stock

Requirements:

- Mature and experienced candidates only; personable with good public image
- High integrity and honesty, able to work independently; firm, polite, excellent communication
- Must reside within the school environment
- BSc/HND in Accounting, Finance, Economics or related field

- Minimum 3-5 years' experience as Bursar/Accountant in a reputable school
- Proficient in Excel, Odoo, Sage, QuickBooks and office technologies
- Good team player, able to work under pressure

Benefits: competitive salary per Chessington Schools welfare package (NGN 100,000 – 150,000 per month), free HMO, pension scheme, staff accommodation if needed, long service awards and gifts.

How to apply: send your CV by e-mail with the position as subject (addresses on the source page).

Source: posted 11 Oct 2026 on MyJobMag Nigeria.

PRÉREQUIS

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- 3-5 years' experience as Bursar/Accountant in a reputable school
- Proficient in Excel, Odoo, Sage, QuickBooks
- Must reside within the school environment
- Integrity, honesty, excellent communication skills

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)

CONTACT RECRUTEMENT

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