



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

RECRUITMENT NOTIFICATION FINANCE OFFICER

08-09-2026

International Indian School-Jeddah – a CBSE affiliated Senior Secondary School under the patronage of the Embassy of India, invites online applications only from locally available Indian citizens, for filling up vacancy of **Finance Officer**. The Candidates having transferable Iqama may only apply for the said post. Candidates fulfilling the eligibility criteria are required to apply online through www.iisjed.org. The recruitment test/interview will be conducted through offline mode. No other means/mode of submission of application will be accepted.

S. No.	Name & Number of The Post	Eligibility Criteria	Last Date of Submission of Application
1	Finance Officer - 1	1. A degree in Finance and Accounting like CA/ACCA/ICWA/CMA/CPA - OR - MBA (Finance) - OR - M.Com with sufficient post qualification experience in audit and accounts. 2. Knowledge in Computer applications & Accounting related software. 3. Previous experience in an international or private school, educational institution, or similar organization, with demonstrated experience in managing school fee systems and student accounts. 4. A minimum of 5 years of relevant professional experience in finance, accounting, or a related field, in line with the requirements outlined in the Job Description. 5. Proficiency in MS Excel and accounting software, with practical experience using ERP systems or financial management systems. 6. Age limit 50 years as on 31st March 2026. 7. Basic knowledge of the Arabic language will be considered an advantage.	22 nd Sep, 2026

Important

- Candidates are required to upload the CV, Passport size photograph, copy of qualifying & professional degrees and certificate of experience along with copy of iqama and passport in one PDF file while applying online.
- Shortlisted candidates who meet the eligibility criteria will be called for a further screening test and interview
- Please click for applying online: <https://forms.gle/2AEDiWfRP126jEqh9>
- For any query please write to us recruitment@iisjed.org

Copy to:
School Website
SMC for Information



Dr. Mohammad Imran
Principal

UNDER THE PATRONAGE OF EMBASSY OF INDIA, RIYADH
AFFILIATED TO CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI - INDIA
AFFILIATION NO. 5730001, SCHOOL CODE - 90072
MINISTRY OF EDUCATION - K.S.A - LICENCE NO. 045 / J, C.C.No. 136593
P.O. Box 14861 JEDDAH 21434, SAUDI ARABIA
Boys' Section - Tel. +966 54 4435168
Girls' Section - Tel. +966 12 6721607 / 6718345
Girls' Section I & II - Tel. +966 12 6737752, KG-SECTION - Tel. +96612 6747737

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Social Media



تحت رعاية سفارة الهند ، الرياض
تابعة للمجلس المركزي للتعليم الثانوي ، نيودلهي - الهند
الانتماء رقم. ٥٧٣٠٠٠١ رمز المدرسة - ٩٠٠٧٢
وزارة التعليم - ترخيص رقم : ج / ٠٤٥ رقم العضوية في الغرفة التجارية : ١٣٦٥٩٣
ص.ب : ١٤٨٦١ جدة ٢١٤٣٤ ، المملكة العربية السعودية
ت: قسم البنين : +٩٦٦ ٥٤٤٤٣٥١٦٨
ت: قسم البنات : +٩٦٦ ١٢ ٦٧٢١٦٠٧
ت: قسم البنات للصف الأول والثاني : ٧٥٢ ت. +٩٦٦ ١٢ ٦٧٣٧٥٢ ، روضة - +٩٦٦ ١٢ ٦٧٤٧٧٣٧

Finance Officer (FO)

Job Description

- (i) Oversee all financial and accounting activities with the approval of the competent authorities; maintain accurate and up-to-date accounts; ensure adequate cash liquidity; timely preparation of financial reports/statements and cash-flow statements; and proper management of income, expenditure, banking, cash transactions, loans, and investments.
- (ii) Prepare quarterly expenditure reports and annual budgets covering capital and recurring expenditure; ensure timely preparation of trial balances and financial statements on a monthly, quarterly, and annual basis; and prepare reports on fee defaulters, overdue payments, and outstanding balances for submission to the Principal.
- (iii) Assist the competent authorities in establishing accounting, financial, and purchasing policies and ensure proper maintenance of books of accounts and ledgers.
- (iv) Ensure the judicious mobilization and utilization of financial resources.
- (v) Supervise and review financial records and transactions, including cash and bank operations, payroll, accounts payable, and accounts receivable.
- (vi) Ensure timely preparation and reconciliation of bank reconciliation statements.
- (vii) Reconcile fee collections and monitor the daily collection of fees and other receivables, including issuing reminders for outstanding payments.
- (viii) Ensure timely collection of cash from the bank and disbursement of staff salaries and allowances after making authorized deductions.
- (ix) Maintain the School Fund Account and sign the cashbook daily; supervise the receipt and safe custody/deposit of monies and verify cash balances against the cashbook.
- (x) Maintain custody of Fixed Deposit (FD) receipts and ensure the timely renewal of investments and Fixed Deposits.
- (xi) Ensure that no withdrawal from reserves or Fixed Deposits is made without the authorization of the competent authority.
- (xii) Make necessary arrangements and provide required support and records for internal and external audits.
- (xiii) Supervise the Accountant, Cashiers, and Accounts Clerks. Any unauthorized payment shall be reported and rectified, and the Finance Officer shall be accountable for such payments in accordance with applicable rules.
- (xiv) Refer proposals for increments, allowances, or additional payments to the Managing Committee for consideration and onward approval by the Higher Board.
- (xv) Ensure compliance with applicable financial, tax, and regulatory requirements in the Kingdom of Saudi Arabia, including ZATCA regulations, VAT requirements, e-invoicing (FATOORA), applicable tax filings, payments, statutory reporting, and maintenance of necessary records and documentation.

