



JOB VACANCY

BUSINESS & FINANCE MANAGER

JOB PURPOSE:

To lead the financial and administrative operations of ACS Calvert, ensuring strong financial controls, efficient payment and collection processes, accurate reporting, and effective day-to-day business administration.

CORE REQUIREMENTS:

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, Economics, or related field.
- **Experience:** Solid experience in financial management, budgeting, treasury, financial reporting, and accounts payable/receivable. Experience in an educational environment is preferred.
- **Languages:** Proficient in English (B2 or higher — required) and Spanish, to support the school community and coordinate with local vendors and authorities.
- **Technical Proficiency:** Strong Excel/spreadsheet skills; experience with accounting, ERP, or payment systems is desirable.

KEY FOCUS:

1. Financial control and integrity

Maintain strong financial controls, accurate records, and reconciliation procedures across all of the school's financial operations.

2. Efficient payment and collection management

Ensure efficient, accurate, and timely processing of student payments, tuition collection, and accounts payable and receivable.

3. Reliable financial reporting

Provide accurate, timely financial reporting and analysis to support decision-making by school leadership.

4. Effective business administration

Ensure the school's day-to-day business and administrative operations run efficiently and in compliance with applicable requirements.

5. Service excellence

Provide a high level of service to families, staff, and suppliers in all financial and administrative interactions.

HOW TO APPLY: Submit your CV as a single PDF in English to: info@bmgroup.com.bo

DEADLINE: Friday, August 21, 2026.