



Application Pack

# Accountant

(Six Month Cover)

Job Reference: ACCOFT0120

Published: 24 January 2020



**ST GEORGE'S**  
BRITISH INTERNATIONAL SCHOOL ROME

## A Message from the Principal



**It gives me great pleasure to introduce St George's - one of the leading and most academically successful British International Schools in Europe.**

At St George's we are proud of our rich history of providing a world-class education to both expatriate and internationally-minded local families in one of the world's most iconic cities. Our community - uniquely in Rome - represents more than 80 different nationalities and this infuses our school with vibrancy, inclusivity, tolerance, respect and support.

Our highly-qualified team of teachers includes many leading educationalists and experts in their field who inspire the pupils to genuinely be the best they can be. As a leading school, we are committed to not only recruiting and retaining the very best teachers, but also to ensuring that we constantly develop and improve the education they provide for our pupils through a focus on training, coaching, research and innovation.

Our close links with the world's highest performing and most aspirational universities ensure Georgians are filled with ambition and have the highest possible expectations for their future. Whilst our (I)GCSE and IB results are among the best of any school of its type in the world, and are comparable with leading independent schools in the UK, we believe that a truly outstanding education is about so much more than just examination results. Our focus on the nine Cs ensures our pupils become highly successful individuals who are equipped to excel whatever the global economy of the future looks like, but who are also proud of who they are and their own unique combination of qualities, talents, passions and challenges.

Our rich programme of extra-curricular activities allows pupils to develop a wide range of interests beyond the curriculum. Our sports facilities are without parallel in the city. Our performing arts and music productions are breathtaking in both their ambition and scope. The artwork that adorns the school would not look out of place in any professional gallery. And, perhaps unsurprisingly for a school with such close links to the city's diplomatic community, we have consistently excelled on the international stage in our Model United Nations endeavours.

Above all, however, we are proud of the young people we are helping to develop at St George's. Our pupils are welcoming, polite, compassionate, independent and entrepreneurial. They are also convinced that they have the capacity to make a difference in this world. Nowhere is this evidenced more clearly than in the excellent work that the pupils put into the school's orphanage in Zambia.

Thank you for your interest in joining our team.

**Mr David Tongue BSc (Hons), PGCE, MSc  
Principal, St George's British International School**



## Accountant (Six Month Cover)

St George's British International School is recruiting an Administrative Assistant at our La Storta campus on a fixed term basis to begin February 2020. The successful candidate will work as a member of the Accounts team and will report to the Accounts Manager.

### Key Responsibilities

- General Ledger and Billing (vendor and customers)
- Payments and Bank reconciliations
- cash-flow management
- Ad-hoc activities and Reporting on customers, vendors and general ledger
- Support and control/analysis of accounting data
- Accounting support: vendors/customers correspondence, photocopies, etc.
- Management of administrative/accounting archives
- Delivery and/or collection of documentation and/or commissions to third parties (post office, banks, supplier, consultants, etc.)

### **Personal Skills**

- Enthusiastic and passionate about the school
- Flexible and adaptable to the varied demands of working in a world-class school environment
- Able to work independently and collaboratively as part of a team
- Able to work successfully under pressure, with excellent organisational skills
- Reliable and respectful
- A confident and competent user of IT

### **Qualifications and Experience**

- A university degree or other professional qualification (desireable)
- A good standard of spoken and written English
- A generous and sociable outlook
- A willingness to undertake ongoing training



**How to Apply**

Closing date for applications	<b>15 February 2020</b>
Start date	<b>February 2020</b>
Job reference number	<b>ACCOFT0120</b>

**Short listing will commence immediately after the closing date.  
We reserve the right to appoint before the closing date.  
Early application is strongly encouraged.**

Please complete the Application for Employment form available at [www.stgeorge.school.it/employment](http://www.stgeorge.school.it/employment). Please submit your completed application via email to [jobs@stgeorge.school.it](mailto:jobs@stgeorge.school.it), **inserting the job reference in the title of the email.**

Within the application form, please include a statement outlining your strengths and stating why you wish to be considered for the role. Please indicate your curriculum strengths and extra-curricular interests. Please do not submit a CV or send certificates or testimonials at this stage.

Please note that, as well as a face-to-face or Skype interview, the selection process may include another form of assessment, such as a presentation, administrative test or other demonstration of practical skills if relevant. Shortlisted candidates will have references taken up prior to interview.

**Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity, qualifications and professional status
- A safeguarding check
- Receipt of at least two satisfactory references (one of which should be from your current or most recent employer)
- Verification of medical fitness (completion of a medical declaration)

**Equal Opportunities**

St George's is an equal opportunities employer. Discrimination will not be made on the grounds of race, ethnicity, religion, age, nationality, marital status, sexual orientation or other basis.

**Salary**

The successful candidate will receive a competitive salary and benefits package that is consistent with the status that St George's holds as a HMC school.