

Financial Officer

Are you the **Financial Officer** we are looking for? Are you an expert in carrying out financial transactions and creating financial reports? Do you have experience in budgets and advising leadership teams in their financial planning? Do you enjoy working for an educational institution with big ambitions for the future? Then we are looking for you!

Who are Amity? Established more than 25 years ago, the not-for-profit Amity Education Group has an enrolment of 150,000 students, 4500 faculty, 17 top-ranked schools and pre-schools, 5 universities with campuses in Dubai, Abu Dhabi, India, London, Singapore, Mauritius, China and Romania, offering globally benchmarked education from nursery to Ph.D. level. Amity International School Amsterdam is the company's flagship European school.

Amity International School Amsterdam is an educational institution in a start-up phase. Whilst having big ambitions for the future, the school is operating on a small scale at the present time. Our vision is: Empowering each individual to thrive and make a positive difference. How will you make a difference?

Job role:

The Finance Officer carries out financial transactions and creates financial reporting to present to management. The financial transactions include keeping track of financial information, tracking accounting journals and using accounting software to create invoices to customers, cash receipts and supplier invoices. The Finance Officer also reconciles accounts to ensure their accuracy. You will be responsible for all the financial activities of the school, which includes both a strategic and operational level. As a member of the business team, your tasks include amongst others:

- Accounts Payable: ensure supplier invoices are paid in a timely manner
- Accounts Receivable: ensure invoices are issued (and follow up on) to parents enrolling their children into the school
- Keeping record cash receipts and making bank deposits
- Conducting periodic reconciliations of all accounts to ensure their accuracy
- Assembling information for external auditors for annual audits
- Calculating and issuing financial analysis of the financial statements
- Maintaining an orderly accounting filing system
- Maintaining the annual budget closely with the School's Principal
- Complying with local government reporting requirements
- Providing clerical and administrative support to management as requested
- Creating new policies and procedures

The ideal candidate for this role must have the following skills, experience and qualifications:

- Bachelor / master's degree in accounting or business administration or equivalent business experience
- Proven experience (minimum 5 years) in a similar role
- Excellent knowledge of bookkeeping and finance management
- Fluency in both Dutch and English (verbal and written)

- Knowledge of the Dutch economic environment and tax regulations
- Flexible, creative and resilient
- An excellent communicator and able to build on the reputation of the school

Remuneration:

We are offering a competitive salary and benefits package to successful candidates. If you are internationally minded, permitted to work in the European Union and have the desire to help shape the exciting future of our school, we would be delighted to hear from you.

To Apply:

To apply for this opportunity, please send your CV and motivation letter to recruitment@amity.amsterdam to the attention of Nicole Lamey (HRM).

Amity Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.