

## **Head of Finance & Controlling 80 – 100 % Job Description**

### **General Description:**

The Head of Finance & Controlling (HOFC) will be responsible for operational oversight of Finance and Controlling. He/she will play an integral role in the implementation of the School's strategy in close cooperation with the Head of Operations, School Director and School Leadership Team. The HOFC may act as the key contact for the Board of Trustees for specific financial topics. He/she will assume responsibility for establishing and maintaining a solid reporting framework to enable the effective use of resources to support strategic objectives, including accurate budget planning and fiscal accountability of the annual capital and operating budgets. HOFC leads a very efficient and motivated team of four employees.

### **School Wide Expectations**

1. Will adhere to and uphold the ISZL Mission Statement
2. Will adhere to and uphold the ISZL School Ethos and Culture
3. Will adhere to ISZL policies and procedures
4. Will participate in the ISZL Virtual Learning Environment & integrate technology as appropriate

**Main work location:** Hünenberg

### **Preferred Qualifications and Experiences**

- Strong experience in finance and accounting, controlling and reporting, ideally with continuing education in economics, Chartered Expert in Financial and Managerial Accounting and Reporting or Advanced Federal Diploma of Higher Education
- Experience of co-ordination and leading on the budgetary processes, in financial planning and analysis, investments and strategic planning
- Advanced Excel skills
- Knowledge and understanding of operating a robust internal control system
- Strong business acumen and outstanding service ethos with a thorough understanding of working in an international, socially-responsible, service-oriented organisation
- Integrity in all actions and communications
- Excellent leadership and people skills
- Ability to collaborate with various different personalities and groups of people at the same time in a dynamic environment
- Continuous learning and keeping abreast of new business developments is considered the norm
- Fluent in German and English (written and spoken)

### **Leadership**

- Report to Head of Operations
- Manage, motivate and lead the Finance team providing clear objectives and meaningful feedback
- Give full support to the school's Mission and Guiding Principles
- Develop annual goals in line with the school's strategic plan and the line manager's approval
- Prepare annual surveys or other reports that are relevant to institutional bench-marking and data-driven decision making
- Collaborate with external consultants and legal counsel to follow up on specific projects/issues

### **Finance and Accounting**

- Plan and oversee management of the financial affairs of the school

- Establish, maintain, continuously improve and supervise financial and accounting controls (Internal Control System ICS) and procedures to ensure the financial integrity of the institution
- Prepare the annual operating and capital budget together with Head of Operations, for review by the School Director and Finance Committee and approval by the Board of Trustees
- Monitor budget and hold people responsible
- Establish a solid framework for regular financial reporting addressing the requirements of the School's leadership team as well as of the Board of Trustees (e.g. financial reports, cash flow and other financial analysis)
- Be responsible for the production of the annual statutory accounts for ISZL and its subsidiary as well as consolidated year-end financial statements
- Preparation of the independent Annual Audit, schedule the closing meetings with the auditors, the Finance Committee and the Board of Trustees to review the audit results
- Prepare and present consistent reviews for the Finance Committee Chair in readiness for the Finance Committee and Board of Trustees
- Prepare all the documents required for the Board of Trustee meetings
- Keep an accurate continuous record of the cash and financial position of the school and manage the financial operations of the school to ensure its financial stability
- Support the Head of Operations in the development and implementation of the Finance strategy
- Identify needs and opportunities to improve the Finance function and service
- Supervise the accounts receivable and accounts payable
- Supervise the preparation of invoices/reminders and monitor payments, alert Head of Operation in case of special outstandings
- Define, implement and keep up to date all relevant policies and procedures to ensure accurate handling of financial resources
- Ensure that all accounting and finance practices and procedures are compliant with applicable local regulations OR/Swiss GAAP FER

#### **Application Process**

Interested applicants are asked to email a resume and letter of interest to [employment@iszl.ch](mailto:employment@iszl.ch) (Cristina De Barrio, Human Resources) with a subject heading of "Head of Finance and Controlling". Applications will continue be accepted until the position has been filled.