



Lycée International
A M E R I C A N · S E C T I O N

Finance and Operations Manager

ASALI (Association de la Section Américaine du Lycée International, the American Section) is a private association “*loi de 1901*” that provides an American education in the framework of the Lycée International of Saint-Germain-en-Laye, a French public school. The Lycée International is an international school comprised of 14 sections, one of the largest of which is the American Section. The association runs a budget of over 3M€ with an enrollment of approximately 700 students starting from Pre-K (*moyenne section*) to 12th grade (*terminale*) and has between 25 and 30 employees who are either Staff or Faculty.

We are recruiting a full time Finance and Operations Manager to assist the Director with the administrative management of the Section at our offices on the Lycée International campus in St. Germain-en-Laye.

Mission:

- Be accountable to and work closely with Director in managing and coordinating the financial, operational, accounting, administrative and human resources tasks of the Section.
- Develop and monitor the financial budget of the Section and ensure that it aligns with the overall strategic direction of the Section.
- Assess and manage the Section’s risk and liability, and provide expertise, guidance and oversight in the areas of human resources to ensure that those functions are operating and/or being carried out efficiently, cost-effectively and in compliance with French laws and regulations.
- Assist the Director and Treasurer as custodian of the Section’s funds and assets, providing analysis and proactive recommendations to the Board of Trustees.
- Be responsible for managing the relationship with the external payroll and accounting firms in charge of ASALI reporting and statutory statements.
- Ensure that procurement and budgetary processes are respected with regards to administrative projects.

Responsibilities:

Financial Resource Management:

- Assists the Director in building the yearly budget and preparing business proposals for any and all projects in the Section, whether planned or unforeseen, including the strategic plan and project management.
- Presents the budget to the Board for approval as well as trimester update reporting of actuals vs. budget.
- Coordinates and follows the accounting processes as well as the Section's procurement policy.
- Liaises with the Section's *Commissaires aux Comptes* and the chartered accountant.
- Oversees all accounting operations.
- Assures compliance with tax and accounting regulations.
- Develops internal control systems to continually improve performance.
- Works with the Director and the Financial Aid committee to vet applications for financial aid, and manages the disbursement of such funds to qualifying families.

HR:

- Ensures that all human resource operations processes, from hiring to retirement, are in compliance with French labor laws and regulations and internal processes.
- Maintains and updates the Employee Manual and *Règlement Intérieur*.
- Prepares the monthly data for payroll for approval by the Director and interfaces with the external firm in charge of payroll.
- Analyzes salaries and prepares an analytical review (hours, social charges) and prepares the salaries update.
- Interfaces with the immigration agency for new hires arriving from overseas.
- Prepares employee contracts (CDI, CDD), changes in employee contracts, manages and updates HR files, with the assistance of outside legal support.

IT:

- Reinforces the Section's IT strategy and ensures that the technology is aligned according to the plans of the school.
- Ensures compliance with GDPR regulations.
- Works with the Head of Library and Technology to manage the Section's technological resources, including oversight of purchasing, IT budget allocation and data protection.

Administrative:

- Assists the Principals of Lower, Middle and Upper Schools, as well as campus coordinators, with their administrative needs, both on the campuses of the Lycée and its partner schools.
- Assists with follow up of special projects as needed.
- Assists with administrative tasks as needed with regards to enrollment, fundraising, or other particular projects or campaigns.
- Interfaces with relevant French administrative organizations (URSSAF, etc.)

The above job description is not meant to be exhaustive. Additional responsibilities may be added at any time by the Director, in accordance with the evolving needs of the Section.

As the Finance and Operations Manager is privy to highly sensitive and private information, it is imperative that s/he remain professional and act with discretion in the workplace at all times.

Education and Experience:

Applicants should have a university degree in accounting, finance, business administration or a related field, and a minimum of five to ten years of experience in France in management, finance and accounting.

Competencies:

- Strong management and analytical skills.
- Excellent listening, communication and problem-solving skills.
- Ability to communicate effectively with a large variety of stakeholders (faculty, staff, Board, parents, Lycée International office, CAC, chartered accountant & external payroll and accounting firm).
- Ability to work independently and as part of a team.
- Operations, administrative and time management skills.
- Willingness to take direction.
- Highly organized, able to manage multiple tasks, and think innovatively.
- Fluent in both French and English.

To Apply:

Interested applicants should send a letter of motivation and curriculum vitae to the following email address: [http://adrienne.covington@americansection.org](mailto:adrienne.covington@americansection.org), with the subject matter as “Application for Finance and Operations Manager”.

Please include a minimum of 3 names and email addresses of references.

The closing date for applications is April 30, 2020.