

The International School of Zug and Luzern (ISZL) is a large non-profit, independent co-educational day school from Pre-School to Grade 12. ISZL serves over 1'200 students from 57 different nationalities. 330 staff members serve the international community of Central Switzerland on two campuses.

To support our Operations Team we are looking for:

Head of Finance & Controlling (80-100 %)

Are you looking for a new challenge and keen to contribute to the development of our department?
Are you looking for the possibility to actively shape your role and take matters into your own hands?
Are you ready to help us strengthen our position and make the world - or a corner of it - a better, kinder place?

General Description

The Head of Finance & Controlling (HoFC) serves as a member of the Operations Team and is responsible for operational oversight of the Finance and Controlling Team (3 direct reports). The position requires the candidate to play an integral role in the implementation of ISZL's strategy. Amongst other things, the HoFC assumes responsibility for establishing and maintaining a solid reporting framework to enable the effective use of resources to support strategic objectives. This includes, accurate budget planning and fiscal accountability of the annual capital and operating budgets, whilst leading and enabling the Team to embrace any required change, continuously develop and provide outstanding work. The HoFC reports to the Director of Operations.

Main work location: Hünenberg

Leadership Responsibilities

- Be an active change agent with an exceptionally strong service and "can do" mindset
- Manage, motivate, lead and continuously develop the Finance and Controlling Team, providing clear objectives, meaningful feedback and personal/professional development opportunities
- Develop and set annual goals in line with the school's strategic plan
- Prepare reports relevant to institutional bench-marking and data-driven decision making
- Collaborate with external consultants and legal counsel

General Responsibilities

- Establish, maintain and further develop the efficient and effective use of the newly implemented Finance system (Abacus)
- Establish, maintain, continuously improve and supervise financial and accounting controls (Internal Control System, ICS) and procedures to ensure financial integrity
- Support with the preparation of the annual operating and capital budget
- Monitor budget and hold people accountable for agreed budget
- Establish a solid framework for regular financial reporting
- Be responsible for the production of the annual statutory accounts for ISZL, as well as year-end financial statements
- Ensure preparation for the independent Annual Audit and for (closing) reviews
- Support the development and implementation of the finance strategy

- Identify needs and opportunities to continuously improve services provided by the Finance and Controlling Team
- Supervise the accounts receivable and accounts payable
- Supervise the preparation of invoices/reminders and monitor payments
- Supervise insurance policies
- 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

Required and Preferred Qualifications

- Proven leadership and people skills, including experience in leading teams during times of significant change
- In-depth knowledge of finance, accounting, controlling and reporting
- Knowledge and understanding of operating a robust internal control system
- Chartered Specialist in Accounting and Financial Management with Federal Diploma of Higher Education, ideally with continuing education in economics, or equivalent
- Experience of co-ordination and leading on the budgetary processes, in financial planning and analysis, investments and strategic planning
- 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
- Ability to collaborate with various different personalities and groups of people at the same time in a very dynamic environment
- Natural curiosity and willingness to continuously learn and improve
- Experience in working with Abacus as a finance system is considered a strong plus
- Keeping abreast of new business developments is considered the norm
- Fluent in German and English (written and spoken) and fully comfortable in leading finance related discussions in English
- Advanced Excel skills are a must

What we offer? A small and motivated Operations Team, attractive and competitive employment conditions and an environment which is characterized by commitment, respect and friendliness. We are also offering the opportunity to shape the role and position the Finance and Controlling Team within our fairly large SME (330+ employees).

If you fit this profile, we look forward to receiving your application. Please send your application documents to Veronique Tremblay, Human Resources at employment@iszl.ch.

International School of Zug and Luzern, Walterswil 1, 6340 Baar