

Head of Finance (100%)

Whole School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Head of Finance (HoF) serves as a member of the Operations Team and is responsible for operational oversight of the Finance Team (5 direct reports, including AP, AR and controlling functions). The position requires the candidate to play an integral role in the implementation of ISZL's strategy. Amongst other things, the HoF 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 HoF reports to the Director of Operations.

The Head of Finance is expected to:

Leadership Responsibilities

- Be a natural team player who nurtures high standards of support, not just within the Finance and the Operations departments, but as well across divisions, which include teaching staff members
- Be an active change agent with an exceptionally strong service and “can do” mindset
- Manage, motivate, lead and continuously develop the Finance Team, providing clear objectives, meaningful feedback and personal/professional development opportunities
- May have to attend Board meetings and Finance Committee meetings, together with the School Director and the Director of Operations
- Act as a member of the Operations Leadership Team and collaborate closely with peers as and when required
- 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

- 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 and work closely with our insurance broker
 - Define, implement and keep up to date relevant policies and procedures, to ensure accurate handling of financial resources
 - Ensure that accounting and finance practices and procedures are compliant with applicable local regulations OR/Swiss GAAP FER at all times
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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 coordination and leading on the budgetary processes, in financial planning and analysis, investments and strategic planning
 - Strong business acumen and outstanding service ethos and mindset 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
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.