



JOB DESCRIPTION

Position: Finance and Operations Manager

Status: Full Time

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Reports to: Head of School

Job Summary:

The Finance and Operations Manager is a pivotal member of the Senior Leadership Team, reporting directly to the Head of School. This role oversees the Business Office team, ensuring the efficient financial and administrative management of the school in collaboration with the Major Contracts and Labour & Finance Consultancy Managers. Oversees school facilities, security, health and safety and the coordination of capital and refurbishment projects. Performs and coordinates extensive human resources duties. This role demands a blend of operational and strategic skills, strong leadership, and a commitment to continuous improvement for the management of budgets and projects.

Duties and Responsibilities:

Financial Management

- Oversee the Business Office in conjunction with the Accounts and Contracts Manager.
- Prepare budgets and financial projections for approval by the Head of School.
- Control expenditures within approved budgets in collaboration with the Head of School.
- Maintain accurate accounting records, manage student accounts, and ensure timely settlements.
- Prepare data for, and liaise with, external consulting firms for tax filings and payroll while overseeing banking procedures, account management, tax filings, and payroll coordination.
- Prepare and present financial reports to the Board of Regents Finance Committee.
- Prepare the Finance Committee report to the Board of Regents together with the Head of School and Finance Committee Chair.

Other Responsibilities

- Provide insight and counsel as a member of the school's Senior Leadership Team.
- Draft and/or edit external correspondence, and other communications for the Head of School as needed.
- Serve as a point of contact and resource for school financial and fundraising activities.



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Human Resources

- Manage the hiring procedures and immigration paperwork for all teaching and non-teaching staff.
- Maintain accurate employee records and ensure compliance with local and international laws in collaboration with the Business Office staff and the Compliance Officer.
- Develop and implement policies, practices, and contracts.

Facilities and Operations

- Support the External Contracts Manager in overseeing the maintenance, cleanliness, and safety of the school grounds and buildings.
- Support the External Contracts Manager in the management of contracts with external suppliers for services such as food, transportation, and cleaning.
- Ensure adequate insurance coverage and legal compliance.

Record Keeping

- Maintenance of full and complete archives relating to all school functions especially financial and budgeting, the physical plant, student records and employee records.
- Ensure that the school always has accurate and up to date records of all necessary information regarding staff and students.
- Supervise the collection of school fees, ensuring that the communication with families regarding financial matters is prompt, precise and informative while making sure that the Head of School, and such other staff members involved, have the necessary and accurate information.
- Ensure that the Business Office is informed about any school functions that have a financial component i.e., field trips, professional development, etc.

General Administration

The following responsibilities should be considered of a general nature and may in part be covered by other responsibilities set out above:

- Supervision of technology and technology support staff. Computerization of school administration, admissions, students' files, etc.
- Involvement in the negotiation of contracts especially, for example, food services, bus transportations, cleaning services and school uniforms with outside suppliers and oversight to ensure that the contracts are respected.
- The maintenance of fully adequate insurance policies covering all risks likely to affect the school's physical plant, students, and employees.
- Proper registration of all certificates and licenses with government and regulatory authorities.
- Ensure proper legal review and minimize risks on all school contracts and documents.

Health and Safety:

Employees are responsible and accountable for:



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- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Job Requirements:

- Degree in Finance, Economics, or Business Administration.
- Extensive experience in fiscal management, human resources, and contract negotiations.
- Knowledge of Italian tax, labor, contractual, and facilities regulations and laws.
- Fluent in English (Level C2 or above).