



Recruitment Pack for the role of

Contabile Ciclo Attivo & Travel/Procurement Specialist



The only school in Milan passing all the UK Government Standards



780
Students



3-18
Age Range



37.3
IB Points Average
(Max. 45 Points)



100%
9-4 IGCSE
Grades



150+
Staff



50+
Nationalities



50+
Years of World-Class
Education



100+
Co-curricular
Activities

Type of School: Co-Educational, Not-for-Profit

Yearly Fees: from 14.490€ to 22.890€

Memberships





ABOUT THE BSM

HISTORY

The British School of Milan (BSM), formerly Sir James Henderson School, was founded in 1969.

The original objective of the school was to serve the British community of Milan and provide its members with a British education from the age of 3 to 18 years.

Recognised by the Italian Ministry of Education, pupils are now able to transfer to other Italian schools and are accepted into Italian universities as well as universities across the world.

Today, the BSM is a British international, not-for-profit, independent school and a flourishing IB World School. It houses approximately 780 students aged 3 - 18 years drawn from a diverse range of over 51 nationalities.

GOVERNANCE, SCHOOL LEADERSHIP AND MANAGEMENT

The British School of Milan (ETS - Ente Terzo Settore) is a not-for-profit organisation with the goal of establishing, organising, and managing high-quality British education, while also promoting other educational activities in Italy. The members and owners of the ETS are the parents of current students. The ETS owns 100% of the shares of The British School of Milan Srl, a commercial entity responsible for all teaching activities.

The Whole-School Senior Leadership Team (WSLT) is led by the Principal, who also serves as CEO, and includes the Head and Deputy Head of the Senior School, the Head and Assistant Head of the Primary School, along with the Chief Financial Officer.

The school employs over 150 highly qualified staff, with 95% of the teachers trained in the UK and being native English speakers.

For further information on the school, visit:

www.britishschoolmilan.com



THE ROLE

CONTABILE CICLO ATTIVO & TRAVEL/PROCUREMENT SPECIALIST

Contract & Hours	Permanent – Full time
Important Information	La British School of Milan si impegna a salvaguardare e promuovere il benessere dei bambini e dei giovani; pertanto, ai candidati sarà richiesto di sottoporsi ai controlli di child protection appropriati per il ruolo, inclusi controlli approfonditi del casellario giudiziale e altre verifiche di background pertinenti.
Purpose and objectives of role	Questa figura ricopre un ruolo centrale nell'efficienza operativa della scuola. Gestisce con precisione e professionalità il ciclo attivo e il rapporto amministrativo con le famiglie. Parallelamente, agisce come punto di riferimento per l'approvvigionamento di materiale didattico e la logistica dei viaggi d'istruzione, supportando il corpo docente e garantendo un servizio fluido e organizzato.
Duties and Responsibilities	Gestione Ciclo Attivo & Customer Care <ul style="list-style-type: none">• Fatturazione e Anagrafiche: Gestione autonoma della fatturazione attiva (rette e servizi accessori), assicurando l'integrità dei dati degli alunni e il rispetto delle scadenze di emissione.• Contabilità e Riconciliazioni: Registrazione degli incassi, quadratura trimestrale dei conti di ricavo e gestione dei ratei/risconti per competenza.• Credit Management: Monitoraggio dei pagamenti e gestione dei solleciti per le posizioni insolventi, mantenendo sempre un approccio professionale e orientato alla risoluzione.• Petty cash: Gestione della piccola cassa con registrazione movimenti contabili e conta periodica del contante• Supporto alle Famiglie: Gestire le richieste amministrative dei genitori, fornendo informazioni chiare e tempestive.• Supporto alla Revisione: Collaborare con i revisori contabili fornendo la documentazione necessaria relativa al ciclo attivo durante le verifiche periodiche.

THE ROLE

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Duties and Responsibilities

2. Procurement Didattico & Logistica Viaggi

- **Materiale Didattico e Cancelleria:** Gestione degli ordini per i vari dipartimenti (libri, materiali di consumo, cancelleria), interfacciandosi con i docenti per la raccolta delle necessità e con i fornitori per la negoziazione di tempi e costi.
- **Viaggi di Istruzione:** Supportare l'organizzazione dei viaggi scolastici (prenotazione trasporti, alloggi, assicurazioni), coordinandosi con i responsabili dei viaggi per garantire che ogni logistica sia definita entro i termini previsti.
- **Sourcing Operativo:** Ricerca dei migliori fornitori per le categorie di competenza, monitorando la qualità del servizio e il rispetto del budget.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. In addition, it is expected that the successful applicant will have, and can demonstrate the following essential characteristics:

CONTABILE CICLO ATTIVO & TRAVEL/PROCUREMENT SPECIALIST

<i>Education and qualifications</i>	<ul style="list-style-type: none">• Diploma o laurea in Contabilità, Finanza, Economia Aziendale o disciplina correlata.• Precedente esperienza in ruoli amministrativi e contabili costituisce un requisito preferenziale.• Conoscenza dei processi di fatturazione, contabilità e amministrazione finanziaria.• Buona padronanza del pacchetto Microsoft Office, in particolare Excel.• Buona conoscenza della lingua inglese e italiana, sia scritta che parlata
<i>Skills and Experience</i>	<ul style="list-style-type: none">• Esperienza pregressa in ruoli amministrativi, contabili o finance, preferibilmente maturata in contesti scolastici internazionali o multiculturali.• Eccellenti capacità organizzative e forte attenzione al dettaglio.• Capacità di gestire contemporaneamente più attività e scadenze in un ambiente dinamico e veloce.• Esperienza nella gestione di fatturazione, procurement e processi amministrativi, garantendo precisione, affidabilità e professionalità.• Ottima conoscenza del pacchetto Microsoft Office, in particolare Excel, e familiarità con sistemi contabili e gestionali.• Spiccate doti relazionali e orientamento al customer service, con capacità di costruire rapporti positivi con famiglie, staff e fornitori esterni.• Approccio professionale e riservato nella gestione di informazioni confidenziali e sensibili.• Capacità di lavorare in autonomia, collaborando efficacemente con diversi dipartimenti della scuola.• Attitudine flessibile, proattiva e orientata alla ricerca di soluzioni.• Ottima conoscenza della lingua inglese e italiana, sia scritta che parlata.
<i>Other</i>	<ul style="list-style-type: none">• Impegno concreto nella tutela, salvaguardia e promozione del benessere di bambini e giovani.

HOW TO APPLY

Please [complete the job application form](#).

Include the following:

- Cover Letter + Comprehensive CV (upload in PDF)
- Information related to your current salary
- Names and email addresses of two Referees

Your Referees will not be approached until the final stages and not without prior permission from candidates

If you have any questions regarding this role, or require any assistance with the application process, please contact employment@bsm.school.

The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks.



'We are absolutely happy with the progress of our son at the BSM. He has easily settled, after a very short period of time he was calling other children 'friends'. That was amazing! I think this is the best international school in Milan. I strongly recommend it!'

Parent Testimonial



'What drew me here really was the reputation of the school. It has a reputation for academic excellence, but also its reputation for the quality of pastoral care and the support that it offers the students... And you see the quality of education each and everyday, you see the quality of care that happens every single day and it's brilliant to be part of this fantastic team.'

**Jonathan Massey
Director, Sixth Form**



'Teachers support me to make sure that I can do my best - even though I need more help than others.'

Year 10 Student Testimonial

NOTE

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate and child protection screening is successful.

PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify any of your Sensitive Personal Data (*racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data*) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as our express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion



The British School of Milan

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