

Job Description & Person Specification

Job Title: Director of Finance

Collaborates with: All Departments

OBJECTIVE OF THE ROLE

SES is the oldest Not for Profit, British Curriculum School in Sharjah and we are looking to recruit a Director of Finance. We believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, this job description and person specification is designed to outline primary duties, qualifications, and job scope, but not limit the employee, or Sharjah English School, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

MAIN RESPONSIBILITIES

School Leadership

- The Director of Finance will be a member of the School's Senior Leadership Team (SLT) and an ex officio member of the Board of Governor
- Attend all full Board Meetings
- Present financial matters to the Board and SLT and implement agreed actions
- Chair the Finance sub-committee - set the agenda, manage the meeting in accordance with good practice, ensure agreed actions are recorded and implemented, and escalate matters to the full Board as appropriate
- Play an active role in strategic decision-making regarding the School
- Remain professionally up to date, pro actively seeking training etc where applicable
- Line manage all Finance staff

Finance

- Responsible for leading all Finance activities in the school, delegating responsibility to other finance staff members as required
- Document and implement comprehensive financial policies, including delegations of authority
- Maintain accurate financial records, to allow for financial analysis, reporting and audit, and covering income and expenditure, the financial position and cash flow
- Set medium-term financial plans, based on reasonable financial forecasts
- Propose an annual budget for approval by the Board of Governors, including income and expenditure, and capital expenditure
- Develop the cost structure analysis
- Monitor and analyse financial performance across all aspects of school operations to ensure alignment to the approved budget, and make recommendations for improvement

- Provide strategic financial support for projects and initiatives
- Manage payroll alongside the HR Manager including salaries, end of service benefits and other staff costs, ensuring internal control and approval of payroll
- Manage cash and near-cash efficiently and transparently, keeping fully accurate records of all payments and deposits
- Liaise between the School and the Bank(s)
- Use banking arrangements, including interest-bearing accounts and debt finance, to support the efficient running of the School
- Establish and maintain adequate internal controls to assure the Board of Governors and other stakeholders of the proper operation of the financial system
- Conduct an annual external audit exercise with a recognised auditor
- Ensure compliance with applicable local and international financial rules, including tax law
- Establish and maintain financial systems to support all finance functions
- Oversee and develop IT systems that support financial processes

Legal

- Liaison with PRO'S/ Arabic Relations Officer for all legal requirements linked to status, registration, tax etc...
- Ensure all procedures are completed in a timely manner for the annual renewal of the School's Trade Licence and the Chamber of Commerce Registration

Purchasing

- Manage and improve the procurement and contracting processes
- Develop a supplier database
- Provide support to the different finance departments for contracts and procurement

KEY REQUIREMENTS

- Relevant professional finance qualification (e.g. CMA, CGMA, CPA, ICAEW)
- Relevant postgraduate qualifications (e.g. MBA)
- An active listener with the ability to understand information and ideas presented both verbally and in writing.
- The ability to communicate clearly, concisely and effectively.
- Knowledge of Finance Systems and the ability to analyse effectively
- Previous experience of working in a Finance Department at an International School
- Ability to work under pressure and to tight deadlines, with a positive solution focused approach
- A self starter with the ability to work alone and as part of a team
- Strong leadership skills
- Exemplary communication skills in English, both verbal and written. Possess good organisational skills, manage time efficiently.

This list is not exhaustive and is designed to provide a framework for areas of involvement.

Please send your CV, cover letter and completed application form to: recruitment@shariaenglishschool.org