



SWISS INTERNATIONAL SCHOOL
QATAR

Finance Manager

Job Description



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QATAR

Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

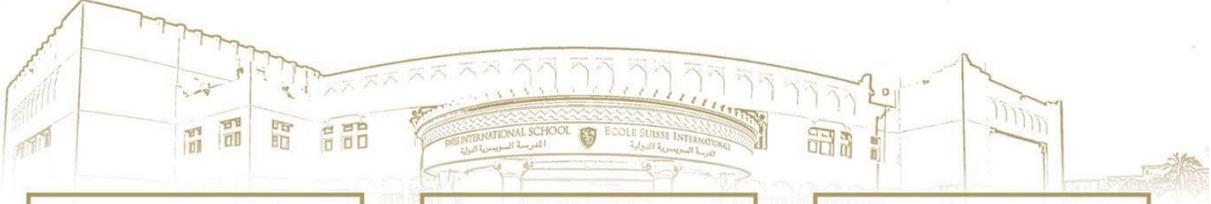
رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشْبَعُونَ

Notre Vision

SISQ encourage les apprenants à devenir
ACCOMPLIS INSPIRÉS PRÊTS



Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إهم فضوليون ومشاركون ومتحمسون للتعلم.
- مشبعون عاطفياً إهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، ووالقون من أنفسهم.
- مشبعون اجتماعياً، يطورون علاقات ذات معنى؛ إهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مُلهِمُونَ لمواصلة التعلم؛ إهم فضوليون ومتساؤلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- مُلهِمُونَ لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين؛ يفلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل، يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق بالحل للمشكلات المعقدة.
- مستعدون لعيش حياة تنمى بالحراثة أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين، فهم متعددو اللغات ومتعدون الثقافات في نظرهم؛ إهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لحمل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intégrés. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.

Finance Manager

About SISQ:

SISQ is an IB World school and has the ambition of becoming one of the leading educational institutions in the region.

We are a growing school in Qatar with a strong reputation for offering a quality educational program, offering a very competitive salary and an excellent place for teachers to work. Qatar, rated the world's safest country 2022, is welcoming to all expatriates, provides free movement, and is a vibrant country with a lot to offer its residents.

About the role:

Swiss International School in Qatar is seeking an outstanding and forward-thinking Finance Manager for Academic Year 2022-23. This is an exciting and challenging opportunity to be part of a team of professionals that is further developing the Administration Department at SISQ.

Core Responsibilities:

- It is a mandatory requirement that all SISQ staff adhere to the [SISQ Student Safeguarding Staff Code of Conduct Child protection Policy](#).
- Responsible for school life operations, safety and facilities, financial control, procurement, budget, cash-flow and risk management.

General Responsibilities:

- Build and maintain strong relationships with current and new families, corporate companies, relevant governmental organizations, suppliers, providers and other key school partners;
- Be well informed about the school's academic and extra-curricular offer and the working of the school;
- Represent school at targeted local networking opportunities both local and international when/if required;

I. Finance:

- Assist the Head of School with financial reporting as required and prepare presentations of all financial aspects for BOD.
- Develop, design and establish financial management strategy in collaboration with the Head of School and BOD.
- Effectively contribute to financial budget planning and implement an approved annual school budget;
- Lead financial planning, management and control, ensuring all expenditure is in line with the budget enabling the school to accomplish its vision and mission;
- Develop and implement internal financial, accounting, operations and inventory policies and procedures;
- Ensure compliance with local financial regulations;
- Prepare monthly, quarterly executive reports to the senior management and BoD on the financial status of the school as well as updates on HR, Facilities, Admissions, IT, and PR/Marketing events
- Ensure the maintenance of financial management and accounting system; produce periodical financial statements including but exclusive of balance sheets, cash flow reports, profit/loss statement etc.;
- Manage the cash flow and prepare cash flow forecasts;
- Prepare all supporting information for the annual audit and liaise with auditors as necessary;
- Process and monitor the payroll for all SISQ staff using the WPS system in collaboration with HR Department;
- Negotiate major contracts and oversee the tender of major subcontracting areas in the school's operations
- Identify business risks and put in place insurances to cover all potential risks
- Build and maintain strong relationships with current customers, corporate companies, relevant governmental organisations, suppliers, providers and other key school partners
- Effectively communicate critical financial matters to the Head of School and BOD as necessary.
- Develop a strategy for capital expenditure in line with the school's vision and mission.
- Effectively manage a team in finance; Senior Finance Officer & Accounting Officer

- Any other duties as may reasonably be required and that fall within the scope and range of the job.

Qualifications, Experience and Attributes:

Essential:

- Bachelor's Degree in finance / accounting;
- CPA, CIMA, CMA, or ACCA preferred;
- Minimum 5 years of Finance Manager experience
- Commercial intelligence and the skills to manage a 12 million USD operational budget
- Proven track record of leading and executing successful financial budgeting plans;
- Fluent in English
- Excellent knowledge and understanding of accounting software;

Skills/depositions:

- Team-leader;
- Exceptional communication, presentation and interpersonal skills;
- Strategic, tactical, creative problem-solving skills
- Strong work ethic and flexible;
- Reflective and open-minded;
- Collaborative
- Strong negotiation skills

Desirable:

- MA or MBA in finance;
- Arabic speaker

Local Hire Contract

Basic Salary + Qatar Labour Card