

Role:

Finance Manager

We are seeking an experienced Finance Manager (FM) to join the team in our highly successful and ambitious school. The FM will play a key role in bringing the financial processes, systems and internal control environment to the next level in close cooperation with the Bursar (Director of Finance & Operations), the Operations Manager and the Admissions Manager.

The closing date for applications is on 26 February 2021.

About the School

The British School of Amsterdam provides high quality education, much of which is outstanding. The behaviour, attitudes and engagement of pupils in their learning is exemplary. They are a credit to the school. Personal development is of a high order. Pupils feel secure and valued within the friendly mutually trustful learning environment that prevails throughout the school. Pupils are well supported by excellent pastoral care and robust welfare, health and safety policies and procedures. The pupils, parents and staff are highly committed to the school and feel valued and appreciated. The curriculum is broad and balanced, enriched by a range of extra-curricular activities.

British School Overseas Inspection Report (November2017)



The British School of Amsterdam is an independent co-educational non-profit day school providing world class teaching and learning for children from 3 to 18 years old. Currently based on three campuses in the south of the city of Amsterdam, the school is organised into three departments: Early Years (3-6 years), Juniors (6-11 years) and Seniors (11-18 years) each with its own Head and team of staff. In April 2021, all three schools will come together in one single location on the Havenstraat in Amsterdam. The entire building project is worth over €45 million and will be an exciting new chapter for the school.

We currently have more than 970 pupils across the school. The British School of Amsterdam is directed by a whole school leadership team comprising the Principal, Bursar, Vice Principal and the Heads of the Early Years, Junior and Senior schools. The Support Department consists of admissions, data management, finance, IT, facilities, catering, marketing & PR and HR.

Our school offers a stimulating and caring environment, enabling all children to realise their full potential academically and to develop the skills and confidence for a fulfilling and responsible life in a changing society. We believe that education should nurture a love of learning, a sense of curiosity, a

sense of self-worth and the worth of others, a global awareness and a sense of responsibility. As a school, we seek to develop inquiring, imaginative, fascinated, knowledgeable and caring young people with an eagerness for knowledge and a sense of value. Together, we aim to provide young people with the skills they will need to make informed choices in a moral context throughout the rest of their lives.

As a British international school, we are proudly non-selective with high expectations of all pupils and staff. Our staff are the school's greatest asset; they are professional, caring, committed and work together, whatever their role, to provide the best possible education for the children in our care.

In April 2021, all four schools will come together in one single location on the Havenstraat in Amsterdam. The entire building project is worth over €40 million and will be an exciting new chapter for the school. This move will enable further expansion of the Senior School across all Key Stages.

We are accredited by the UK Government as a British School Overseas offering the National Curriculum for England leading to IGCSEs and A-Levels.

About the role of Finance Manager

The long term goal of the role and the department is bringing and keeping all core processes in control, provide attractive meaningful analyses and reports and adding value as 'business partners'. The post will suit a mature and energetic professional, experienced in set-up of basic financial processes and operations and committed to organising improvement. The successful candidate will bring significant financial experience along with strong communications and organisational skills.

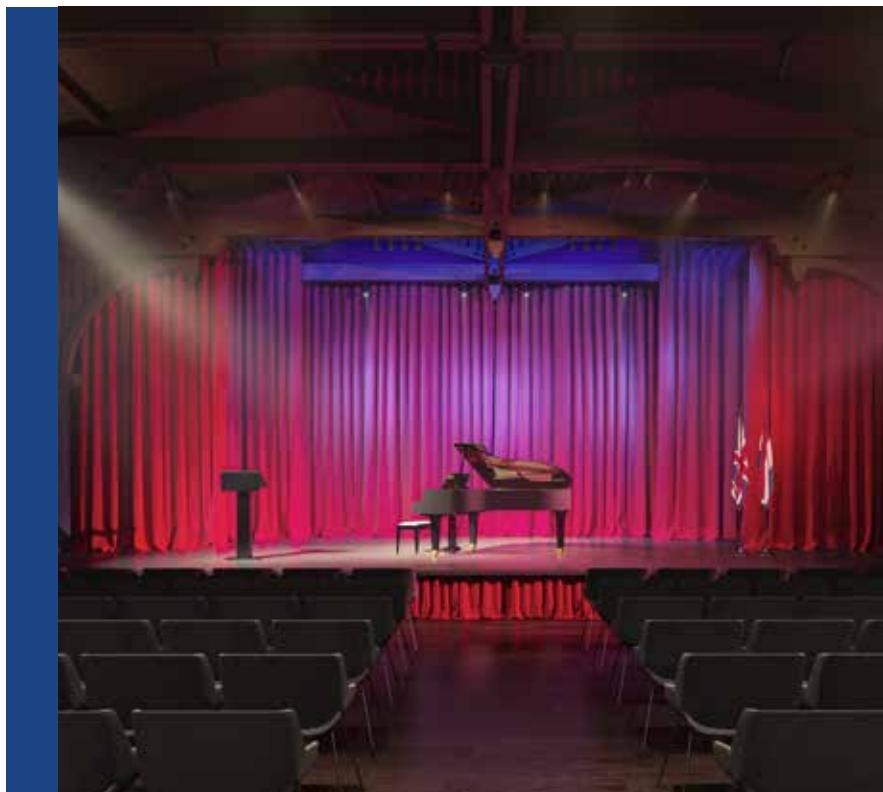
The Finance Manager is a key member of the Support Staff Department and a strategic member of the Bursar's team, reporting directly to the Bursar. The FM will lead the finance department and hold the operational responsibility for financial and accounting matters. The FM is supported by one Finance Officer currently. The FM role is currently performed by a (senior) interim manager (RA) who will be available for handover and consultation. The position is currently open and the ideal candidate will ideally start per March 2021.

Replacement of our financial system is an interesting and important project that will be picked up within the next 12 months. The FM will be a key project member.

Key responsibilities

- Accounting, compliance (Dutch Gaap) & financial reporting;
- Financial statements and (yearly) audit coordination;
- Monthly management reporting;
- Manage, develop and build the finance team;
- Taxes (VAT and CIT);
- Develop, maintain and keep all core processes (Order to cash, Accounts Payable, Ledger Accounting) effective and well-documented;

- Advise on and participate in system improvement programs;
- Day-to-day bank relations and correct execution of funding arrangements;
- Cash forecasting;
- Provide Management with (solicited and unsolicited) advice;
- Responsible for the planning & control cycle: Budgeting, Forecasting, Cost Control;
- Advise and support on Risk & Opportunities analyses;
- Capability to challenge the team, the organisation and BSA's processes;
- Support Management with attractive reports, analyses and insights leading to better strategies and strong decision making;
- Initiate and participate in various projects that will improve BSA's finances and strategic success.



Contract and benefits

The post is full time (40 hrs).

Office hours are from 8am to 5pm.

Benefits include

- An attractive salary (including holiday allowance) commensurate with experience;
- A pension plan 100% contributed by employer;
- 30 days holidays, plus statutory holidays.

About you

Experience & skills

- A Master's or Bachelor's degree in accounting, reporting, financial control or business economics;
- At least 7 years of relevant work experience;
- A proven track record in financial leadership;
- Have outstanding collaboration and organisation skills and the ability to prioritise and delegate work effectively;
- Affinity with and interest in financial or ERP systems: capability of improving and replacing financial systems;
- Ability to deal with sensitive and confidential information;
- An RA (Chartered Accountant) or RC (Certified Controller) title is a plus;
- A high level of accuracy and attention to detail;
- Fluent in Dutch and English, both written and spoken;

Personal Profile

- Positive and energetic;
- Self-starting and pro-active;
- A business and people focused mind-set;
- Capable of handling pressure and committed to delivering deadlines;
- Independent thinker with a high level of integrity;
- Committed to safeguarding and promoting the welfare of children and young people;
- Accurate
- Responsible

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks, and overseas checks (where appropriate).





Multi-million Euro building project

The School has outgrown the three locations it currently occupies. The division of the school onto three separate locations allows each section of the school the space it needs, however, being together in one location will improve efficiency and strengthen the School's identity. In 2005 the leadership of the school began to search for new premises, where all the classes of the school could learn together under one roof. Following an intensive search, the school bought the former prison on the Havenstraat in Amsterdam in February 2017. The historic building is a 19th century monument within a residential neighbourhood. The school has embarked on a major redevelopment programme, ending in April 2021, to turn this building into a fantastic modern British international school with a capacity of just over 14,000m². The new school building will open for the Summer Term in 2021.

Application process

CV's and cover letters can be sent to recruitment@britams.nl addressed to, Bas van Haver, Bursar. CV's will be received until Friday 26 February 2021 at 12 pm (CET).

Further information can be obtained by contacting the Bursar's PA, Carmen Spencer c.spencer2@britams.nl

After the closing date we will contact successfully short-listed candidates with more details about the interview process. Two references will be required.

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