



## Vacancy: Financial Officer

The responsibility of the Financial Officer is to monitor the financial processes in the school. This position falls under the responsibility of the Leadership of the school; the Heads of school, but there should also be coordination with the Lucas Onderwijs VO Delflanden regional director and Laurentius governance, the controller and HR officer.

*This job description should be read in conjunction with the staff profile at the International School Delft.*

### Context

ISD is a rapidly growing school, undergoing development and transition. The school intends to streamline the financial processes in Primary and Secondary. To facilitate this growth, the school will appoint a financial staff member per 1 February 2022. Initially this will be a phasing in period with the current financial officer till July 2022. This officer will be a member of the educational support staff (OOP). The function may be combined with other administrative tasks.

As the school grows and develops, the roles and responsibilities may be subject to change. This position is in principle for 2 years but may be subject to annual review.

### Key Responsibilities:

- Responsible for the financial organization of the school, to monitor budgets and to provide financial overviews to the Leadership Team and both Stichting Lucas Onderwijs and Laurentius Stichting, when required.
- To coordinate, check and to justify the process of subsidies and fundings, including NPO.
- To standardise and implement financial systems, including authorisations for purchases for the school and to increase efficiency.
- To work together with the Organisation and Planning Officer and admissions officers regarding financial matters.
- To control and monitor the bank accounts that the school has access to and to make any payments necessary, after obtaining authorisation, including the joint bank account for the Application Fee.
- To ensure that all financial bookings are rubricated correctly.
- To set-up, oversee and execute the invoicing process for the school fees (whole school) and to communicate with parents on matters pertaining payments.
- To regularly report to the Leadership Team regarding payments and outstanding fees, etc.
- To facilitate PD logistics such as reservation of courses, payment, accommodation, and expenses during training.

### Qualifications and experience:

- HBO/Academic background
- Sound knowledge of financial administration and bookkeeping procedures
- Creative and flexible with a strong affinity with financial workflow in (international) schools

- Strong organizational abilities and initiative
- Strong ICT skills and the willingness to learn/master new IT systems
- Strategic and analytical thinker
- Pro-active and hands-on, a self-starter
- Willing to work during out-of-office hours, if required
- A good communicator, excellent social skills and service-mindedness with intercultural understanding
- Highly proficient in English and Dutch

#### **Scope and Remuneration**

- 0,8 FTE
- This will be a role which is in development and the scaling will be accordingly.

Applicants are required to send a letter of interest and curriculum vitae together with names, addresses and contact numbers of three referees in digital format

to: [recruitment@internationalschooldelft.org](mailto:recruitment@internationalschooldelft.org)

As we are an international environment applications for any position should always be written in English.