



Job Description

Finance Manager

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

Leadership Structure

Reports to: Head of School

Member of: Board of Directors (non-voting)
Admin Team
Leadership Team

Purpose of Role

Under the direct supervision of the Head of School, the Finance Manager models best practices in the financial and business management of the school's operations, and ensures that the financial program serves as an effective support to the school's academic and activities program. The Finance Manager will establish, maintain, and supervise financial and accounting controls and reporting procedures to ensure the financial integrity of the institution.

Specific Duties and Responsibilities

Finance/ Accounting

- Financial planning and budgeting
- Budget tracking and reporting
- Accounting procedures
- Auditing
- Cash Management
- Tax Compliance
- General ledger activities

Asset management

- Institutional inspections, licensing, and permits
- Facility rentals and leases
- Purchasing procurement
- Monitor of insurance coverage
- Health and Safety - Insurance

Specific Duties: Finance

Duties include but are not limited to:

Revised: 1, Sep 2023



Verdala
INTERNATIONAL SCHOOL

Job Description

Finance Manager

- Establishes, maintains, and supervises financial and accounting controls and reporting procedures to ensure the financial integrity of the institution.
- Manages junior staff, ensuring that finance policies and procedure are appropriate, documented, and adhered to.
- Works closely with internal stakeholders, including Head of School, Leadership team, Finance Committee and Board of Director sin preparing the annual consolidated budget
- Prepares monthly financial reports, cash flow, and other financial analyses as required
- Manages the school's and IVT's cash flow
- Set up and ownership of purchase order system
- Oversees preparation for the independent audit and meets with the auditors and the Finance Committee to review the audit;
- Oversight of payroll
- Attends Board of Directors meetings as required
- Ownership of tax-related matters ensuring tax efficiency
- Prepares reporting to the external stakeholders
- Maintains the appropriate level of insurance to protect the property and to cover the liability of the school.
- Ensures the Facilities Roadmap; Newbuild projects and Facilities projects such as summer works are within budget

Values & Skills

- Possesses a working knowledge of non-profit financial administration
- Familiarity with local laws, codes, and regulations
- Demonstrates excellent interpersonal and communication (listening, written, and oral) skills as well as strong analytical, decision-making, and planning skills
- Open-minded, approachable, positive, and of strong moral character
- Willingness to work in line with the ethos and values of Verdala International School

Qualifications

- A successful track record and experience as a Financial Manager in a non-profit educational institution experience preferred but not required.
- Possess an accounting qualification from an accredited institution
- Proficiency in both Maltese and English.
- Certified chartered accountant or CCA licensed

Application Process

A letter of application & CV should be submitted by 20 Sep to employment@verdala.org