



# Beau Soleil

Collège Alpin International

## JOB DESCRIPTION

<b>Title</b>	<b>Finance Manager</b>
<b>Department</b>	Finance
<b>Reports to</b>	Principal

<b>Purpose</b>	The Finance Manager is responsible of all the financial and accounting activities of Beau Soleil and makes sure that the group policies are followed.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage Finance team (3 people)</li><li>• Manage treasury on a daily basis</li><li>• Manage school insurances as well as students insurances</li><li>• In charge of all school financial aspect (boarding academic department, extra-curricular activities, restaurant, school shop, stock and other administrative dept.)</li><li>• Implement dashboard and decision support tools</li><li>• In charge annual budget et forecasts for all the P&amp;L account as well as CAPEX investment</li><li>• Implement and follow up financial and analytical accounting</li><li>• GAP analysis versus budget/forecasts</li><li>• Ensure group and school policies are respected (IFRS)</li><li>• In charge of internal and external audit</li><li>• Ensure monthly, quarterly and annual closing are done in due time, following group and IFRS standards</li><li>• Quarterly pack for the group Nord Anglia</li><li>• Establish statutory account based on Swiss requirement in line with the external auditors</li><li>• Group reporting</li><li>• Be the finance support person for other dept.</li><li>• Profitability analysis</li><li>• Debtor Management</li><li>• Other financial support upon request and needs</li></ul>
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"><li>• Brevet Fédéral in Finance or equivalent</li></ul>
<b>Experiences</b>	<ul style="list-style-type: none"><li>• Min. 5 years of experience as Finance Manager</li><li>• Experiences in controlling a plus</li><li>• Experience in implementation of an ERP a plus</li></ul>
<b>Person Specification</b>	<ul style="list-style-type: none"><li>• Advanced French and English</li><li>• Good knowledge of Windows tools and High knowledge of Excel</li><li>• Proactive</li><li>• Organized</li><li>• Ability to motivate a team</li><li>• Result oriented</li><li>• Anticipatory capacity</li><li>• Independent</li><li>• Team spirit</li><li>• Management of priorities and deadlines</li></ul>