



ÉCOLE FRANÇAISE ARTHUR RIMBAUD

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aefe

Agence pour
l'enseignement français
à l'étranger

The French School Arthur Rimbaud (Dar es Salaam -Tanzania) is hiring a

Head of Administrative and Financial Department

Position to be filled on 01/09/2019

Resume and motivation letter both in English and French

Diplomas and references letters to be sent at :

recrutement@frenchschooltanzania.org

Deadline to apply : 04/06/2019

1. Mission :

- Responsible for the management: financial, administrative and material in coordination with the Head of School and the Management Board
- Coordinates and supervises the administrative and financial team of the school
- Ensures the integrity and timely preparation of the accounts
- Actively participates in the preparation and monitoring of the budget
- Ensures (internally or externally) monitoring of the maintenance and upkeep of the school's furniture and real estate assets
- Ensures communication the AEFÉ financial representative (regional or national level) or such other persons as may be required by the School from time to time

2. Position in the organisation structure and functional relationships:

Under the hierarchical authority of the head of school

Manage/Supervise the non-teaching staff (see organisation structure)

Is the main point of contact by staff for personal financial matters (salary and financial benefits), and maintenance issues

Is the main point of contact by Parents for tuition fee related matters

3. Tasks :

Finances

a. Accounting

Develops and guarantees the application of financial and accounting procedures in the school

Reports the school's accounts to the AEFÉ (COFI and budget) in the expected time, under cover of the Treasurer of the Management Committee and the Head of School

Ensures the general and budgetary accounting of the establishment in collaboration with the Treasurer of the Management Committee, under the supervision of the Head of School and in consultation with the AEFÉ

Conduct weekly and monthly closing and reporting of finances within the required timeframe of the Treasurer and Head of School

Keeps track of school cash

Ensures the payment of invoices inherent to the running of the school

Prepare the financial data necessary for holding General Meetings

Ensures the financial and administrative compliance of the school with the laws of the country

This description does not claim to be exhaustive but wishes to inform the candidate about the usual tasks of this function within a school of the AEFÉ network

b. Budget

Develop a monthly budget monitoring dashboard and a cash flow management dash board to be sent to the President and Treasurer of the Management Committee and to the head of the school within 30 days following the month concerned.

Actively participate in the development of the annual budget and its revisions

Communicates to the head of the establishment budget lines and follow-up allowing him to pilot the pedagogical (budget by class or subject, school trips, ... operation and investment)

In coordination with the Treasurer of the Management Committee, contact the banks and follow the financing plan of the school

Human Ressources

Manages, trains and evaluates annually the staff under his/her management (administrative, cleaning, maintenance / gardening, maintenance, security)

Ensures the technical aspects of HR in accordance with the decisions made by the Management Committee

Administrative contribution to educational recruitment

Participates in job interviews for administrative, maintenance, maintenance, security / school security staff

Purchasing, Outsourcing, maintenance and insurance:

Verifies the application of a strict, integrated and efficient management of the entire purchasing circuit (procedures)

Proposes comparative quotations and seeks the best ratio quality/price

Validate purchases and expenses by the Treasurer of the Management Committee and / or the head of the school

Responsible for the follow-up of contracts and corresponding services (telephone, Internet provider, web host and e-mails, security company, insurance, electricity, water)

Responsible for the implementation and monitoring of maintenance contracts (supervision, control, evolution)

Solicits and signs the annualized inventories of the various properties of the school

Guarantees the follow up of insurance contracts and their implementation if needed

Others:

Sorting and archiving administrative and accounting files that ensure the school's compliance with local law and the AEFÉ

Ensures the link with the lawyers of the establishment (disputes, requests for information)

Attend school meetings at which he is invited

4. Observations:

Occupied position occasionally requires flexible hours to attend working meetings with the Management Committee and the Head of School

The contractor is called upon to perform his duties in the context of a school : he undertakes to respect the rules of procedure, to adopt a healthy posture and good tone with the public (children and adults) concerned. Finally, he is held to a duty of unavoidable reserve according to the responsibilities which will be his.

5. Required Qualifications and skills:

-Higher diploma (minimum Bac +4) in the field of financial management

- At least 5 years' experience in administrative and financial management experience (at a French school would be a definite advantage)

-Knowledge and experience of using accounting software

- Command of French and English (spoken, read and written), (Knowledge of Swahili would be a plus)

- Desirable experience of two years in a developing country

- Skills in management

- Accurate, ability to work autonomously, strength of proposal, ability to work in a team, interpersonal skills