



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, CIS and NEASC accredited, IB World School offering an international curriculum to a student body of about 840 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care. The school employs more than 200 teachers and administrators from all over the world - here, too, the daily language is English. The ISS administration is located next to our Stuttgart-Degerloch campus.

ISS is looking to hire a qualified

SENIOR FINANCIAL CONTROLLER

Full-time, to commence as soon as possible

Skills necessary for the position:

- Successfully completed degree in business with an emphasis on accounting and controlling
- Minimum of 3 years' work experience in an international company
- Analytical and conceptual skills
- High level of independence (hands on mentality)
- Highly committed and works well with others
- Good German and English language and written skills
- Good knowledge of MS Office and ERP software
- Planning for change
- Challenging conventional wisdom when appropriate
- Acting in a manner that is exemplary for all others with respect to the Professional Code of conduct for all staff member at ISS.

Responsibilities:

Administration

- Supporting the Business Director with strategic questions
- Supporting the Directors and Management with special projects
- Preparation of annual budget plan / long term financial plan as well as forecasts
- Reporting in the form of cost centers and involvement with management reporting Derivation of corrective measures based on analysis of results, further development of KPI-Sets

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- Contact person for internal and external interfaces (i.e. management, accounting, school sections and departments, auditors, authorities)
- Development and implementation of reporting systems
- Continuous improvement and development of processes and ensuring compliance with relevant internal approval guidelines
- Ensuring that all necessary documentation and coordination is provided

Accounting

- Supporting the Business Director to ensure financial records are maintained in compliance with accepted policies and procedures and that all financial reporting deadlines are met
- Prepare financial management reports
- Ensure accurate and timely monthly, quarterly and year end close processes
- Establish and monitor the implementation and maintenance of accounting control procedures
- Continuous management and support of budget and forecast activities
- Monitor and support taxation requirements
- Develop and maintain financial databases
- Oversee accurate and appropriate recording and analysis of revenues and expenses
- Evaluate and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
- Collect and analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Ensure compliance with relevant laws and regulations and integrity of financial data
- Analyzing cost savings and deployment of cost reduction strategies
- Other duties as assigned by the Business Director

Candidates should also:

- have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people,
- display commitment to the protection and safeguarding of children and young people,
- value and respect the views and needs of children and young people.

The Senior Financial Controller is responsible for all aspects of the day to day management of his/her department and to administer and supervise systems and routines to ensure the efficient operation of this area of the school. The Senior Financial Controller provides information and support to the strategic Leadership Team concerning budgetary planning and guidance. Work with Business Director to prepare regular meetings with ISS budget owners discussing relevant matters are part of the role.

Applications, in English please, should be submitted to HR@issev.de. Applications will be handled with discretion.

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