

LOCATION	Windermere Preparatory School
JOB TITLE	Director of Finance
JOB PURPOSE	This position is responsible for the School's long-term financial health and growth by establishing strategies that earn profits, overseeing accounting operations, building and managing revenue reports, budget forecasting and reporting,
REPORTING TO	Head of School
DIRECT REPORTS	Business Office Manager, Business Office Specialist
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ School SLT ▪ Faculty & Administration ▪ WPS Families
PACKAGE	Competitive - This position is a 12 month position and is a member of the Senior Leadership Team
KEY RESULTS AREA	
FINANCE MANAGEMENT <ul style="list-style-type: none"> ▪ Preparation of timely and accurate financial statements ▪ Prepare and update financial forecasts and generate budget and forecast variance reports ▪ Prepare variance explanations for budgets, forecasts, and audits ▪ Prepare forecasts of annual results ▪ Manage the monthly close process, ie – pre-closing, accounts reconciliation, related tax filings and project cash flow ▪ Prepare and manage annual budgets across the various departments ▪ Prepare general financial analysis and other finance related tasks ▪ Assist with annual Re-enrollment and Enrollment contracts ▪ Assist with Financial Aid annual awards ▪ Oversee accounts receivable and accounts payable process ▪ Provide backup as needed in any area of bookkeeping ▪ Maintain fixed asset accounting/capital expenditures management 	
SUPERVISION & TRAINING <ul style="list-style-type: none"> ▪ Manage department work flow, which includes: prioritize department work flow, organizing and assigning tasks in an efficient manner, researching outside services to improve efficiency and cost when necessary and appropriate ▪ Conduct staff and service provider performance evaluations ▪ Assist in establishing financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions ▪ Track & oversee equipment purchase and inventory ▪ Prepare financial reports required by management ▪ Establish and maintain relationships with individual and business customers, and provide assistance with problems these customers may encounter ▪ Other duties as assigned. 	
Professional Conduct and Relationships <ul style="list-style-type: none"> ▪ Copes well in a fast-paced environment with a relentless focus on improvement 	

<ul style="list-style-type: none"> ▪ Works independently and collaboratively ▪ Organized and meets deadlines ▪ Demonstrates enthusiasm and optimism about the school and the goals of the wider organization ▪ Manages emotions and is aware of the impact of personal actions upon others ▪ Persists in the face of challenges and setbacks, and is open to learning from mistakes ▪ Seeks advice and feedback from others when faced with challenging situations and circumstances ▪ Responds well to criticism and learns from it ▪ Builds strong relationships and works collaboratively with colleagues and parents ▪ Provides opportunities for team to collaborate to achieve organizational outcomes ▪ Is principled, engaging with staff and stakeholders in an open, respectful and inclusive manner ▪ Positively influences senior leaders, peers and other team members ▪ Acts with integrity and inspires trust
<p>Philosophy and values: We are ambitious for our students, our people and our family of schools. We believe that:</p> <ul style="list-style-type: none"> ▪ There is no limit to what every person can achieve. ▪ Creativity and challenge help us get better every day. ▪ Learning should be personalized. ▪ Unique global opportunities enhance the learning experience. <p>Promote and adhere to the School Mission, Vision, Values and Core Behaviors:</p> <p>Mission – Transform the lives of our students</p> <p>Vision – A learning community where everyone flourishes</p> <p>Values – Veritas, Unitas, Virtus</p> <p>Core Behaviors – Take responsibility, seek feedback, and collaborate. Each individual must ensure that they meet their statutory responsibilities and School policies with regard to Health and Safety, Equal Opportunities and other relevant legislation and undertake any other appropriate duties as allocated by the Principal.</p>

Qualifications	
Bachelor's degree in Accounting or Finance required	
MBA and/or CPA is preferred	
Minimum 8+ years finance and accounting experience, preferably within a private school	
Proficiency using Google Suite and MS Office including (Excel) spreadsheets, PowerPoint, and familiarity / experience using financial software (Implementation a plus)	
Good written and verbal communication skills	
Ability to maintain a high level of accuracy in preparing information	
Flexibility and willingness to start work from fundamentals	
PERSONAL ATTRIBUTES	
Takes personal responsibility	

Actively seeks feedback for improvement	
Collaborates willingly with others	
Self-motivated, flexible and adaptable to different tasks at hand	
Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure	
High level of integrity	
Excellent time management and organizational skills	
Proficient communicator both oral and written	
Excellent attention to detail	
Affinity with and interest in education	