

## DIRECTOR OF FINANCE AND HUMAN RESOURCES

Sharjah English School is seeking to appoint an outstanding individual to a new role in the Senior Leadership Team, reporting directly to the Principal and holding an *ex officio* seat in the Board of Governors, The Director of Finance and Human Resources will lead all the School's administrative and operational activities, supported by a Head of Operations and a capable, diverse and experienced team of people. The position will be vacant from Summer 2022, but the School can be flexible with timings for the right candidate.

The Director of Finance and Human Resources will:

Lead all aspects of financial management, including:

- Financial accounting and reporting
- Medium-term financial planning and annual budgeting
- Monitoring financial performance and making recommendations for improvement
- Cash and treasury management
- Internal control and annual external audit
- Proper use and enhancement of financial systems
- Contracting and procurement
- Financial strategy

Strengthen the HR function through:

- Improving HR policy coverage and implementation
- Ensuring HR partnership is available to all employees and managers for all HR-related functions
- Full compliance with all regulatory requirements, including safer recruitment and upkeep of the Single Central Register

Oversee site operations as the line manager to a new Operations Manager, responsible for maintaining the good physical condition of the school campus

Lead Finance and HR Board sub-committees and attend all Board meetings

Work very closely with the other members of the Senior Leadership Team (Principal and Heads of Primary and Secondary) to deliver the School Development Plan

Manage and develop the Finance, HR and administrative teams

At all times, the Director of Finance and Human Resources will need to act with the utmost integrity and propriety, reflecting the high degree of trust placed in this position and the School's not-for-profit, community ethos.

Please see full job description for further detail.

#### Required criteria

At least 5 years' experience in a financial leadership or COO role

Relevant professional finance qualification (e.g. CMA, CGMA, CPA, ICAEW)

Experience of working in culturally diverse environments and outside the UK

Effective communication at the senior leadership / Board level

Ability to lead and manage a large, diverse team across different functional areas

Absolute commitment to quality

Excellent organisational skills, project planning and time management

#### Desirable criteria

Experience in a comparable international school

Relevant post-graduate qualifications (e.g. MBA)

#### Contractual terms

Two-year initial contract, subject to six-month probationary period

Competitive package

Monday-Thursday working week

#### How to apply

Please complete the SES application form and send your full CV to [ehughes@sharjahenglishschool.org](mailto:ehughes@sharjahenglishschool.org)

Applications should be received by Monday 27th June 2022. Interviews will be arranged via zoom or in person. SES reserves the right to make an earlier appointment if an appropriate candidate is available.