

Job Description:

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| Post | ● Director of Finance and Human Resources |
| Responsible to | ● Principal |

Sharjah English School believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, this job description and person specification is designed to outline primary duties, qualifications, and job scope, but not limit the employee, or Sharjah English School, to only the work identified. It is the expectation of the school that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organisation.

The main responsibilities of this post are outlined below:

- Line manage Finance and HR staff. Ensure appropriate appraisal systems are in place and lead a developmental process that supports positive and engaged staff members.

School leadership

The postholder will be a member of the School's Senior Leadership Team and an ex officio member of the Board of Governors.

In this capacity, the postholder will:

1. Attend all full Board meetings unless there is a valid reason not to;
2. Present financial matters to the Board and SLT and implement agreed actions;
3. Chair the Finance sub-committee and HR sub-committee - set the agenda, manage the meeting in accordance with good practice, ensure agreed actions are recorded and implemented, and escalate matters to the full Board as appropriate;
4. Play a full role in strategic decision-making about the School.
5. Remain professionally up to date, pro actively seeking training etc where applicable.
6. Line manage finance and HR staff as well as oversee and be accountable for the new position of operations manager.

Finance

The postholder will lead all Finance activities in the School, delegating responsibility to other staff members as required. The postholder will:

1. Document and implement comprehensive financial policies, including delegations of authority;

2. Maintain accurate financial records, to allow for financial analysis, reporting and audit, and covering income and expenditure, the financial position and cash flow;
3. Set medium-term financial plans, based on reasonable financial forecasts;
4. Propose an annual budget for approval by the Board of Governors, including income and expenditure, and capital expenditure;
5. Monitor and analyse financial performance across all aspects of School operations to ensure alignment to the approved budget, and make recommendations for improvement;
6. Manage payroll, including salaries, end of service benefits and other staff costs;
7. Manage all procurement and contracting, and payments to vendors;
8. Manage cash and near-cash efficiently and transparently, keeping fully accurate records of all payments and deposits;
9. Use banking arrangements, including interest-bearing accounts and debt finance, to support the School's efficient running;
10. Establish and maintain adequate internal controls to assure the Board of Governors and other stakeholders of the proper operation of the financial system;
11. Conduct an annual external audit exercise with a recognised auditor;
12. Ensure compliance with applicable local and international financial rules, including tax law;
13. Establish and maintain financial systems to support all finance functions.

Human Resources

The postholder will lead all HR activities in the School, delegating responsibility to other staff members as required. The postholder will:

1. Document and implement comprehensive HR policies, including delegations of authority;
2. Entry Visas – New Staff: Ensure all documentation pertaining to new staff is in place in a timely manner allowing entry to the UAE
3. Work Permits – New Staff: Ensure all appropriate medical procedures are undertaken in a timely manner allowing the issuance of work permits
4. Resident Visas – New Staff: Ensure all documentation pertaining to resident visas is processed in a timely manner.
5. Work Permits – Existing Staff:

Overseas staff- Ensure all medical procedures are undertaken in a timely manner allowing issuance of work permits

Local staff - Ensure all medical procedures are undertaken in a timely manner allowing issuance of work permits

6. Resident Visas – Existing Staff: Ensure all documentation pertaining to resident visas is processed in a timely manner.

7. Cancel Work Permits and Resident Visas– Staff Leavers: Ensure all documentation and processes are completed in a timely manner.
8. Trade Licence: Ensure all procedures are completed in a timely manner (usually before 30th September each year).
9. Chamber of Commerce Registration: Ensure all procedures are completed in a timely manner (usually before 30th September each year).
10. School Nurse and School Doctor Registration: Ensure all procedures are completed in a timely manner. The doctor and nurses should be registered with appropriate authorities.
11. School Education Licence: Ensure all procedures are completed in a timely manner.
12. School Clinic and School Nurse Licence: Ensure all procedures and renewals are completed in a timely manner.
13. Work Contracts: Keep abreast of government updates regarding legal changes to work contracts for local and overseas staff and advise the Principal and Board accordingly. Prepare any agreed changes to contracts in a timely manner.
14. HR Handbook: Compile and update the HR handbook on a regular basis and circulate to all staff (at least annually).
15. Legal: Maintain good working relationships with school lawyers whether on retainer or ad hoc basis. Advise Principal and Board accordingly regarding any legal issues that may affect school operations.