

Job Description: School Business Manager

Overview:

We are seeking a highly motivated and experienced School Business Manager to oversee the financial and operational aspects of the British International School of Tunis. The School Business Manager will collaborate with the Principals and be responsible for ensuring the efficient and effective operation of the school's business functions, while also contributing to the overall strategic planning, management of the school, supporting Principals in the improvement of academic outcomes, student admissions, and financial reporting to the Board of Directors supported by the Group Chief Financial Officer.

Responsibilities:

- Work with Group CFO and the school's Financial Controller to develop and manage the school's annual budget, ensuring that it aligns with the school's strategic plan and goals.
- Provide financial and operational oversight of the school, including managing accounts receivable and payable, monitoring cash flow, and ensuring the accurate and timely completion of financial reports to the Group CFO.
- Oversee the management of the school's facilities, including maintenance, repairs, and upgrades, to ensure a safe and healthy learning environment for students and staff.
- Develop and implement policies and procedures that ensure compliance with all relevant legal and regulatory requirements, including health and safety, financial reporting, and data protection.
- Manage the school's human resources functions, including recruitment, selection, and orientation of new employees, as well as overseeing employee benefits, compensation and the school's Single Central Record of Appointments.
- Manage and supervise the school's administrative staff, providing guidance and support as needed to ensure that they are performing their roles effectively.
- Work with the school Principals to support the improvement of academic outcomes by providing financial and operational support for initiatives that promote academic excellence, analysing and interpreting data related to academic performance, collaborating with teachers and support staff to identify opportunities for cost savings and operational efficiencies, ensuring that the school's financial resources are allocated in a manner that supports academic goals and priorities, and partnering with the Principals to communicate financial and operational updates to teachers, support

staff, and other stakeholders.

- Work with the marketing and admissions teams to support the growth and success of the school by providing financial and operational support for marketing and recruitment initiatives, collaborating with the admissions team to develop and implement effective student recruitment strategies, ensuring that the school's facilities and resources are well-maintained and attractively presented, and advising the Board on the development and implementation of effective pricing strategies that balance affordability with financial sustainability for the school.
- Manage the school's IT function, including developing and implementing IT policies and procedures, overseeing hardware and software management, collaborating with teachers and support staff on technology integration, providing IT training and support, managing IT vendors and service providers, and ensuring compliance with relevant laws and regulations.
- Ensure effective communication and collaboration with all stakeholders, including parents, students, teachers, and support staff.
- Report to the Board of Directors on the financial and operational health of the school, including providing regular financial reports, presenting key operational updates, working closely with the Principals and Board of Directors to develop and implement strategic plans for the school, and communicating effectively with the Board of Directors, responding to their questions and concerns, and providing the information they need to make informed decisions about the school's operations and financial management.

Qualifications:

- Bachelor's degree in business administration, accounting, or a related field; a master's degree is preferred.
- A minimum of 5 years of experience in financial and operational management, preferably in an educational or non-profit environment.
- Strong financial and analytical skills, with experience managing budgets, forecasting, and financial reporting.
- Excellent communication and interpersonal skills, with the ability to build relationships and work collaboratively with all stakeholders.
- Knowledge of relevant legal and regulatory requirements, including health and safety, financial reporting, and data protection.

- Experience managing human resources functions, including recruitment, selection, and orientation of new employees, as well as overseeing employee benefits and compensation.
- Strong leadership skills, with the ability to manage and motivate a team to achieve common goals.

This is a full-time position with a competitive salary and benefits package.