

# SOMERSFIELD

Montessori & Middle Years Programme ACADEMY

Somersfield Academy, an independent Montessori and International Baccalaureate World School, is seeking a professionally qualified and dedicated individual for the following position. In keeping with the school's philosophy and approach, the successful applicant is expected to demonstrate initiative, respect for diversity and commitment to the school. A genuine interest in providing the finest environment for learning is required, as is the ability to collaborate and communicate effectively with Board and school team members.

## ***Chief Financial Officer / Chief Operating Officer***

**Reporting to the School Principal, this individual's responsibilities include:**

- Developing and maintaining the financial, capital and operating plans to support the Board's strategic directions
- Overseeing and directing the development and tactical implementation of the Board's financial objectives
- Ensuring compliance with General Accepted Accounting Principles (GAAP) and legal requirements
- Leading, overseeing and developing the Finance department staff
- Directing and overseeing all aspects of the financial reporting and accounting functions
- Creating and evaluating financial programs which include implementing appropriate control procedures
- Providing oversight on use of funds within the respective budgets
- Analyzing and forecasting cash flow, cost controls, expenses and identifying key areas of potential financial weakness
- Considering all opportunities for the generation of revenues and containment of expenditures
- Preparing the annual budget in consultation with stakeholders
- Establishing and administering internal control systems, including review and approval of payments
- Ensuring adequate insurance coverage is in place
- Providing comprehensive monthly and quarterly reports
- Overseeing the procurement process for all supplies as well as the tendering of services
- Overseeing all financial aspects of planning and execution in the construction of new and renovated facilities
- Providing oversight and working with the Facilities Supervisor to ensure the smooth operations and maintenance of the premises including third party contracting
- Providing oversight and working with the Office Manager to ensure the smooth operations of the support services including Human Resources

## **Applicants must have:**

- A Bachelor's Degree in Finance or related subject
- Professional accounting designation (CPA or equivalent)
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Minimum of ten (10) years PQE in a senior finance or operations role
- Strong business acumen with extensive knowledge in all aspects of finance, accounting and operational management
- Previous experience in the development of financial planning that support strategic goals
- Experience in financial and operational policy setting and cost control
- Experience in QuickBooks accounting software preferred
- Experience in facilities and operations oversight
- Experience in leading and managing staff
- Strong communication and interpersonal skills
- Experience working in a school setting and in oversight of large construction projects will be an asset

***Please submit resumes with 2 letters of professional reference by November 16, 2018 to***

Mr. Carlos Symonds  
Head of School  
Somersfield Academy  
107 Middle Road  
Devonshire DV 06  
Or by e-mail to [hr@somersfield.bm](mailto:hr@somersfield.bm)

