



SALTUS
Prepare to meet the world.

**Are you a professional who wants to make a real difference?
Saltus has the following opportunity open for applications**

Saltus Grammar School (Saltus) is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school (Saltus) is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and a Secondary Department which includes Middle School (Years 7-9) and Senior School (Years 10 & 11) and Saltus Graduate Years (SGY1, SGY2). The school's international curriculum blends the best of both UK and North American traditions, including its highly regarded Advanced Placement Programme. In addition to academic excellence, particular emphasis is placed on the all-round development of students.

Director of Finance and Operations

Reporting to the Head of School, the Director of Finance and Operations will join the leadership team and will be responsible for the oversight the financial affairs of the School, including all accounting functions. The Director of Finance and Operations will oversee the operations which include the School's facilities and information technology departments and the school shop. The Director of Finance and Operations will work with the Finance Committee of the Board of Trustees, and act as the Treasurer for the Saltus Foundation. The Director of Finance and Operations will provide leadership with respect to the development of short-term and long-term financial planning.

Key Responsibilities Include:

- Develop and maintain financial and capital plan to support the School's strategic direction
- Oversee and direct the development and tactical implementation of the School's financial objectives and operational plans/programs
- Ensure the School is in compliance with General Accepted Accounting Principles (GAAP) and legal requirements
- Lead and oversee the Finance department and staff, which include oversight of the school shop
- Direct and oversee all aspects of the financial reporting and accounting functions
- Create and evaluate financial programs which include implementing appropriate procedures
- Provide oversight to funds within respective budgets
- Analyze cash flow, cost controls, expenses and identify key areas of potential financial weakness
- Consider all opportunities for the generation of revenues and containment of expenditures
- Prepare the annual budget in consultation with the Head of School and other stakeholders
- Establish and administer internal control systems
- Ensure adequate insurance coverage is in place and appropriately maintained
- Provide comprehensive quarterly reports to the Head of School and the Finance Committee of the Board of Trustees
- Report directly to the Head of School on all significant accounting and finance matters, providing regular updates and reports
- Review and approve expenditures and payments
- Manage accounting and financial reporting for the Saltus Foundation
- Collaborate with the leadership team members to find solutions to financial management issues
- Attend Finance Committee, Risk Committee, Board of Trustees and Leadership team meetings
- Liaise with internal and external stakeholders
- In conjunction with the Director of Facilities, lead, oversee and develop the operations/facilities of the School
- Work with the Director of Facilities to prepare third party contracts for facilities management
- Lead, oversee and develop the maintenance staff
- Oversee all financial aspects of planning and execution in the construction of new and renovated facilities
- Inspect the plant and equipment periodically
- In conjunction with the Information Technology Manager oversee the management and operations of the information technology department
- Other responsibilities as required

Minimum Qualifications and Experience:

- Minimum of a Bachelor's Degree in Finance
- Minimum of 10 years in a senior level finance role
- Professional accounting designation required (CPA or equivalent)
- Experience within an education environment and/or non-for-profit organization
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong business acumen with extensive knowledge in all aspects of finance and accounting
- Previous experience on the development of financial planning that support strategic goals
- Experience in financial and operational policy setting and cost control
- Knowledge of facilities and operations oversight
- Experience in leading and managing staff
- Strong communication and interpersonal skills
- Ability to adapt quickly to changing needs and requirements
- Excellent analytical, problem solving and decision-making skills
- Proven ability to handle confidential information
- Highly organized and able to thrive in a fast-paced environment
- Accurate and detail oriented
- Positive attitude and enthusiastic
- Willingness to work extended hours – including weekends and evenings as required
- Must comply with Saltus' workplace vaccination policy as a condition of employment
- Sense of humour
- Clean criminal record

Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:

Email: Human.Resources@saltus.bm
Saltus Grammar School
P.O. Box HM 2224, Hamilton HM JX, Bermuda
Telephone: 441-292-6177

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CLOSING DATE: April 4, 2022

For further information on Saltus Grammar School, please visit the school's website at www.saltus.bm.