



San Silvestre School

Post title: Finance Officer

Contractual conditions: Fulltime

Responsible to: Administration & Finance Department

Description

San Silvestre is currently seeking a Finance Officer to manage and supervise the financial operations of the school, ensuring the efficient use of economic resources, compliance with financial and regulatory obligations, and the generation of reliable information to support the institution's strategic decision-making.

Roles and Responsibilities

Financial and Budget Management

- Participate in the preparation and monitoring of the school's annual budget.
- Monitor the budget execution of the different areas.
- Analyze budget variations and propose corrective actions.
- Prepare financial projections and reports.
- Provide financial support to the Management and area leaders for decision-making.

Treasury ,Cash and Investment Management

- Monitor income from tuition and enrollment fees.
- Oversee operational cash flow and negotiate options in the financial market under the school's investment policy.
- Evaluate the financial feasibility of Capex projects.
- Manage banking and financial institution relationships to optimize yield on institutional funds and secure financing options.
- Supervise daily and monthly bank reconciliations for all school accounts.

Accounts and Invoicing

- Monitor the collection of money and follow-up of accounts.
- Attend queries related to payments and family account statements.

Internal Control and Financial Compliance

- Supervise compliance with financial policies and procedures.

- Ensure compliance with applicable tax and regulatory obligations.
- Identify financial risks and propose control mechanisms.
- Promote good financial management practices and responsible use of resources.
- Develop cash flow projections and monitor them to ensure the school's operational liquidity.

Technology

- Maintain a strong understanding of educational technology
- Be a proficient user of Google tools (Gmail, Sheets, Slides etc).
- Advanced Excel
- Proficiency in financial management software and ERP systems

Other Responsibilities

- Process analysis and optimisation
- To fully participate in the school's target setting and appraisal system.
- Understand, embody, and be committed to the philosophy and ethos of the School.
- Represent the school positively in the School and wider community.

Knowledge and Competencies Required

Essential

- Bachelor's Degree in Finance, Administration, Economics, Business Engineering, Industrial Engineering or related careers
- Minimum experience of 5 years in financial positions.
- Experience in budget preparation and control.
- Experience in financial analysis, treasury or management control.

Soft skills

- **Clear Communication:** Ability to translate complex financial data into simple insights for different stakeholders.
- **Diplomacy & Empathy:** Strong interpersonal skills for handling sensitive matters, such as fee collection and budget allocation discussions.
- **Analytical Thinking:** Sharp problem-solving ability to analyse variances, evaluate risk, and optimise capital investment options.
- **Negotiation & Partnership:** Skilled in negotiating favourable terms with banks and vendors while building collaborative internal relationships.
- **Ethics & Adaptability:** High integrity in resource management and flexibility in prioritizing tasks during high-volume financial cycles.

Desirable

- Experience in educational institutions or service entities.
- Specialization in Corporate Finance, Financial Planning or related areas.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the

reasonable discretion of the Head of School in the light of those changing requirements and in consultation with the post holder. In any event, the Head/Head of Section reserves the right to review and amend the job description.

To apply for this position, please send your CV and letter of application (in English) to applications@sansilvestre.edu.pe. In your letter of application, please outline why you would be interested in working at San Silvestre and explain your suitability for this role.

We are accepting applications on a rolling basis, so please apply at your earliest convenience. We will review applications as they are received, and will make an appointment at any point during the recruitment cycle.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualification checks, and employment checks, to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your past employer.