



## Finance Assistant

The Swedish School in London is a dynamic and thriving independent school in South West London dedicated to providing a high-quality education in a supportive and inclusive environment. We follow the Swedish curriculum and offer education from Preschool to Sixth Form. Please visit the [school website](#) for further information.

### About the role

This is an exciting opportunity for an enthusiastic, dedicated, well-organised Finance Assistant who will ensure the smooth running of the school's daily financial transactions and bookkeeping. They will also assist in administrative assignments and various ad-hoc projects, reporting to the school's Finance and Operations Manager.

You will be an integral part of the school's organisation, and you will interact with different stakeholders, including students, parents, management, staff, and authorities in the UK and Sweden.

### Who are we looking for?

As a finance professional, you will have strong attention to detail and be meticulous in your approach. You will need to multitask and be flexible, as no day is the same in a school. You must enjoy interacting with people and dealing with a diverse range of tasks while managing your priorities.

The successful candidate is a team player who can work autonomously. The criteria for the position are:

#### Essential:

- Relevant accounting experience and qualifications
- High proficiency in English (ideally C1 level)
- Hold the right to live and work in the United Kingdom.

#### Desirable:

- It is highly desirable that the candidate is fluent in one of the Nordic languages (Swedish, Norwegian or Danish)
- Proficiency in using accounting software and MS Excel.

### Terms of employment

- Part-time (40% of a full-time position)
- A permanent position with an initial three-month probationary period
- Flexible start date, but no later than 30 April 2024

### Your application

Your complete application must be submitted in English and consist of the following:

- Cover letter
- Comprehensive CV without any unexplained gaps.



Please email your application to [jabrahamsson@swedishschool.org.uk](mailto:jabrahamsson@swedishschool.org.uk) with "Finance Assistant" as the subject headline as soon as possible and no later than 1st March 2024. Please be aware that we'll be considering applications on a rolling basis and that the position will be filled once we find the right candidate.

### Questions

Please contact one of the persons below if you have any questions about the position:

- CFO Malin Traaholt, email: [mtraaholt@swedishschool.org.uk](mailto:mtraaholt@swedishschool.org.uk), phone 07498 827912.
- Headteacher Jenny Abrahamsson, email [jabrahamsson@swedishschool.org.uk](mailto:jabrahamsson@swedishschool.org.uk), phone 07825 331005.

### Richmond Local Safeguarding Children Board

The Swedish School in London is committed to Safeguarding and Promoting the Welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an online search and enhanced DBS check in the UK. If the applicant is from outside the UK, he/she is expected to provide an updated register from the country they are currently living in.