



Finance & Operations Manager

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

We seek an ambitious and enthusiastic finance professional with the relevant skills and experience to take responsibility for the school's financial management. As the Finance and Operations Manager, you will manage the school's finances. Other administrative responsibilities include, but are not limited to, salary and pension payments, property management, insurance, contract management, and other ad hoc projects.

As the Finance and Operations Manager, you are part of the school's management team and will attend monthly board meetings. You will also work closely with other stakeholders such as UK and Swedish authorities, staff and parents. You report directly to the Headteacher and work closely with the Finance Assistant, whom you will line-manage.

This position offers an exciting opportunity to significantly impact the school's overall success and contribute to the development of future generations. The criteria for the position are:

Essential criteria

- A degree or other relevant business, finance or accounting qualifications.
- Extensive experience in financial management and control.
- Hold the right to live and work in the United Kingdom.

Desirable criteria

- C2 proficiency in English
- Proficiency in one of the Nordic languages (Swedish, Norwegian or Danish)
- Highly proficient in using accounting software and MS Excel.

Terms of employment

- Part-time, 80% of a full-time position.
- Individual salary structure.
- A permanent position with an initial six-month probationary period.
- Flexible start date, but no later than 31 May 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 with "Finance and Operations Manager" as the subject headline as soon as possible and no later than 1 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, phone 07498 827912.
- Headteacher Jenny Abrahamsson, email 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.