



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. The school has been graded Outstanding by OFSTED in four consecutive inspections (2010, 2016, 2019 and 2023). Please visit the [school website](#) for further information.

This is an exciting opportunity to join our friendly and inclusive school as our Finance & Operations Manager. You'll play a key role in shaping our financial and operational environment. The role forms an integral part of the leadership team, supporting the Headteacher by delivering the financial and commercial aspects of the school's business agenda.

The Finance & Operations manager is responsible for the School's day-to-day financial and general management activities. The post holder line manages the Finance Assistant and Site Manager/Caretaker.

The ideal candidate has a solid finance background, is a strong team player with a good sense of humour, and has good leadership skills. They are self-motivated, organised, flexible, and able to maintain a high degree of confidentiality and professionalism.

Core duties and responsibilities

- Financial management and planning
- Accounting
- General management and administration
- Human resources, payroll and pensions
- Property management and operations

Terms of employment

- Competitive salary
- Part-time, 80% of a full-time position.
- A permanent position with an initial six-month probationary period.
- Flexible start date according to agreement

Your application

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

- Completed Job Application Form
- Supporting Cover letter

Please email your application to office@swedishschool.org.uk with "Finance & Operations Manager" as the headline as soon as possible and no later than 30 April 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, mobile 07498 827912.
- Headteacher Jenny Abrahamsson, email jabrahamsson@swedishschool.org.uk, mobile 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 where they live.