



European School Bergen

Required from 1st September 2021, or as soon as possible afterwards:

Ref.no 2021.03 - Deputy Director for Finance and Administration (DDFA)

The European School Bergen is a 4-19 school in the town of Bergen Noord-Holland, and it is one of the 13 Type 1 European Schools in Europe which offer a multi-lingual and multi-cultural European education leading to the final European Baccalaureate certificate. Administered by the European Union, the European Schools have their own curriculum which is the same in all the language sections. There are at present around 600 pupils in 3 language sections in the school (Dutch, English and French), with over 100 members of staff (teaching and administrative). The school was built to meet the needs of the children of the employees of the Joint Research Centre in Petten, and more recently the European Medicines Agency. There are also other children from the international and Dutch communities.

The school is looking for a full-time Deputy Director for Finance and Administration (DDFA) from **1st September 2021**, or soon as possible afterwards. Reporting to the Director, this person will join the management team of the school which consists of a Director, a Deputy Director for the Secondary and a Deputy Director for the Nursery and Primary cycles.

The DDFA is responsible for the full financial administration in the school, and needs to have a flexible and hands-on approach to the work with a small team of administrative personnel. We expect you to do a lot of the tasks yourself. In addition to the financial responsibilities, the DDFA is involved in the management of the maintenance of the building. He/she is also responsible for the administrative and technical staff, which includes recruitment and evaluation. This work requires efficient and sensitive liaison with various stakeholders. The DDFA participates in a range of meetings related to financial management in the school (management meetings, the Administrative Boards, stakeholders and third parties).

There are meetings and responsibilities at a European Schools level which require attendance in Brussels, and frequent contact with those responsible for financial and legal matters in the Office of the Secretary-General in Brussels. A good knowledge of Dutch labour law combined with people management skills are essential, especially since many of the staff come from abroad and are not familiar with Dutch regulations. Excellent communication skills, including the ability to communicate well in both Dutch and English, are a necessary prerequisite for the post. Other languages, and in particular French, would be useful.

In addition, a decision has been made for the school to relocate in the next 5 years, and there will be work connected with the closing down of the current building, and the establishment of the new school. The DDFA will play a central role in this, and this work will require creativity, diplomacy and flexibility, and the willingness to work closely with all school and external stakeholders to ensure that the new school project can provide the best possible conditions for teaching and learning, and to meet the needs of staff.

The scope of the work is broad, and we are looking for someone not only with an interest in education in a stimulating international environment but also with the experience, qualifications and ability to make a significant contribution to the leadership and management of the school at a time of change and expansion.

The financial aspects of the work concern in particular the salary administration, contracts with staff, school invoices, inventory, the production of the budget, financial reporting, financial statements and (European) calls to tender. Someone who can be “hands-on”, whilst at the same time able to demonstrate good strategic management skills and vision, would be our preferred candidate.

The deadline for applications is at 09:00 on **Monday 24th April 2021**. Interviews will take place in Brussels or online (depending on travel restrictions) and are foreseen for May/June. In addition to the school director, the Selection Committee will consist of people involved in the financial management of the system.

The information below provides general requirements for appointments of the DDFA across all the European Schools:

FUNCTIONS AND DUTIES

The **Deputy Director for Finance and Administration** is assisted by the administrative and accounting staff in the performance of his/her duties.

His/her main responsibilities consist of:

- organising of and giving direction to the administrative and technical departments (More than 20 staff members),
- supporting the pedagogical managerial staff in all administrative questions,
- assisting the Authorising Officer,
- establishing the salaries, allowances and benefits to which the seconded staff (30 staff members) and locally recruited staff (65 staff members) are entitled,
- establishing the amount of school fees payable depending on the three categories available. Such fees are payable by around 400 pupils,
- coordinating:
 - the preparation of the draft budget,
 - the internal control and risk management,
 - the preparation of the contracts of employment,
 - the establishment of the salaries of the locally recruited teachers and of the administrative and ancillary staff (about 80 staff members),
 - the preparation of invitations to tender, award of contracts with suppliers,
 - the preparation of documents for the Administrative Board,
- participating in the meetings of the Administrative Board and the Budgetary Committee concerning the school's budget,
- maintaining contacts with the local public authorities (administration, police, etc.),
- close cooperation with the Parents Association (see the Convention with the PA) on a regular basis,
- ensuring the maintenance of the buildings, safety, security, health, hygiene and cleanliness of the site.

QUALIFICATIONS

- **Either:** a Master / Master of Science (Bac +5) in business management (law, economics or finance, or any other related field).
- **Or:** a higher education diploma of the same type and a duration of at least 3 years (Bac +3), provided there is evidence of continuous experience of at least 5 years in a comparable position.

EXPERIENCE

- Minimum five years' experience in minimum one of the following areas:
 - Business Administration
 - Law
 - HR management
 - Finance (essential)
- Minimum three years' experience in managing a team.
- Work experience in an international environment is an asset.
- Work experience in public administration is an asset.

LANGUAGES

- Complete proficiency of **Dutch**.
- Good knowledge of **English**.
- A knowledge of **French** would be useful.
- Knowledge of any other EU language is an asset.

KNOWLEDGE

- Basic knowledge of the labour law of the hosting Member State (i.e Netherlands).
- Basic knowledge of the Regulations for Seconded Staff Members, the Service Regulations for Locally Recruited Teachers and the Service Regulations for the Administrative and Ancillary Staff of the European Schools is an asset.
- Basic knowledge of the data protection regulations.
- Basic knowledge of the national safety and security rules.
- Basic knowledge of the accounting principles.
- Basic knowledge of the Financial Regulations of the European Schools is an asset.
- Basic knowledge of public procurement rules.
- The knowledge of SAP-Finance and the IPSAS accounting standards is an asset.
- Experience in the planning and construction of school buildings and their maintenance are an asset.
- Office suite programs: Excel, Word, Outlook.

CONDITIONS OF SERVICE

Although this is offered as a locally recruited post, the conditions of service can be found in the document *“Service Regulations for Locally Recruited Managerial Staff of the European Schools”* available at www.eursc.eu. and by using this link: <https://www.eursc.eu/BasicTexts/2020-04-D-23-en-1.pdf>

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

An offer of employment is subject to verification of your qualifications, the production of a recent Certificate of Conduct (disclosure certificate/ VOG), a medical certificate of fitness and consultation with the professional referees.

APPLICATION PROCEDURE

Your **letter of application**, a **CV** and full details of two **professional referees** (including email addresses) must be submitted only electronically to **BER-info@eursc.eu** and addressed to the Director, Dr Steve Lewis.

The attached documents should be named as follows:

- 1-SURNAME Name-motivation letter (example: 1-DUPONT Jeanne-motivation letter).
- 2-SURNAME Name-CV (example: 2-DUPONT Jeanne-CV).
- 3-SURNAME Name-scan diploma (example: 3-DUPONT Jeanne-scan diploma)

The job title and your name should be the subject of the email.
Applications **must** be done in English.

For information about the about the school and the European School system, visit www.esbergen.eu and www.eurasc.eu

Data protection:

Details concerning the processing of your personal data are available in the [privacy statement for recruitment](#).

The deadline for applications is at 09:00 on Monday 24th April 2021.

Interviews will take place as soon as possible afterwards in Brussels or online, depending on travel restrictions.