



## **Job description**

# **Deputy Director for Finance and Administration (m/f) of the European School, KARLSRUHE**

**available from 1<sup>st</sup> March 2023**

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The European School Karlsruhe 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 around 950 pupils in 3 language sections in the school, with over 180 members of staff (teaching and administrative). The school was built to meet the needs of the children of the employees of the European institutions. Today the school educates children from more than 50 countries and plays an important role in the attractiveness of the region, one of the most dynamic in Germany.

## **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 (around 50 staff members), under the authority of the Director.
- supporting the pedagogical managerial staff in all administrative questions,
- assisting the Authorising Officer of the School,
- establishing the salaries, allowances and benefits to which the seconded staff (around 50 staff members) and the teachers (around 90 staff members) and locally recruited ancillary staff (around 40 staff members) are entitled,
- establishing the amount of school fees payable depending on the three categories available. Such fees are payable by around 780 pupils,
- verifying and approve all accounting documents (contracts commitments, PO's, invoices, ...) in SAP,
- coordinating:
  - the preparation of the draft budget,
  - the internal control and risk management,
  - the recruitment procedure of administrative and technical employments,
  - the preparation of the contracts of employment,
  - the establishment of the salaries of the seconded staff members, the locally recruited teachers and of the administrative and ancillary staff,

- 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 APEEE) on a regular basis,
- ensuring the maintenance of the buildings, safety, security, health, hygiene and cleanliness.

## **QUALIFICATIONS**

- Minimum requirement – Bachelor (Bac + 3) in Business Administration, Law, Economics or Finance.

## **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**

- A very good knowledge of German and English.
- Knowledge of any other EU language is an asset.

## **KNOWLEDGE**

- Knowledge of the labour law of the hosting Member State (i.e. Germany)
- Knowledge of the Service Regulations for Seconded Staff Members, for Locally Recruited Teachers and for the Administrative and Ancillary Staff of the European Schools is an asset.
- Knowledge of the accounting principles.
- Knowledge of the Financial Regulations of the European Schools.
- Knowledge of public procurement rules.
- Knowledge of SAP-Finance and the IPSAS accounting standards.
- Basic knowledge of the data protection regulations.

- Basic knowledge of the national safety and security rules.
- Experience in the planning and construction of school buildings and their maintenance are an asset.
- Office suite programs: Excel, Word, Outlook.

## CONDITIONS OF SERVICE

The conditions of service can be found in the document “**Service Regulations for Locally Recruited Managerial Staff of the European Schools**” available at [www.eursec.eu](http://www.eursec.eu) and by using this link: <https://www.eursec.eu/BasicTexts/2020-04-D-23-en-2.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, a medical certificate of fitness and consultation with the professional referees.

The initial basic monthly salary would be from €9 250 to €10 750 (salary scale 7).

## APPLICATION PROCEDURE

Your **letter of application**, a **CV** and full details of two professional referees (including email addresses) must be submitted only electronically to [KAR-EXECUTIVE-ASSISTANT@eursec.eu](mailto:KAR-EXECUTIVE-ASSISTANT@eursec.eu) and addressed to the Director, Mr Daniel GASSNER.

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 provided in **English**.

**The deadline for applications is at 09.00 h on 16<sup>th</sup> of January 2023.**

**Interviews will take place in February in Karlsruhe.**

## FURTHER INFORMATION

For information about the school and the European School system, visit <https://www.es-karlsruhe.eu/> and [www.eursec.eu](http://www.eursec.eu).

### **Data protection:**

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