



**Position: Budget & Finance Officer**

**Location: [International School of Naples, Italy](#)**

**Description:** The role holder works under the general supervision and guidance of the School Principal and is responsible for compiling, analyzing, managing and controlling the School's finance and budget plan, including all aspects of finance administration.

**The work is concerned with the performance of functions such as:**

- formulation of high quality and timely budget and estimates to support plans, programs and activities
- Develop, present, and oversee financial budgets on an annual and quarterly basis.
- Ensure all budgets and financial processes align with ISN Strategic Plan.
- Collaborate with ISN Board members to set budget goals.
- Evaluate and review all budget proposals.
- Present and defend budget estimates to the Principal and the Board
- Forecast, reconcile and control financial needs throughout the school year.
- Track reconciliation of expenditures and compare to the budget.
- Develop and maintain an accurate record-keeping system.
- Identify, flag, and analyze potential financial and budgetary risks.
- Provide financial summaries, reports, and recommendations as needed.
- POC for parents in regards to payment of fees, student invoices, credit notes, statements, while updating school master files.



- Maintains all ISN cash and banking records.
- Ensure that all purchase orders and supplier payments follow terms and agreements set by negotiations.
- Maintain fixed asset register ensuring that all local regulations and requirements are met.
- Protect the confidentiality of record and information about students, staff and the school overall.
- Performs a variety of other fiscal, accounting and financial management duties and responsibilities.
- Carry out other assignments and duties as may be delegated by the Principal.

#### **Qualifications and Experience Required**

- Bachelor's degree in finance and accounting
- 3 to 5 years of experience in budget and finance
- Consolidated experience in producing reports on plans, budgets and in-year execution
- Has command of the English and Italian language both orally and written
- Strong organizational and interpersonal skills
- Familiar with accounting practices and regulations in Italy.
- Ability to prioritise, work under pressure and meet deadlines
- Have excellent integrity and demonstrate good moral character and initiative
- Exhibit a personality that demonstrates enthusiasm and positive interpersonal skills to relate well with all school stakeholders
- Provide proof of EU citizenship or legal right to work in Italy.
- Have more than a proficient knowledge and understanding of Microsoft Office and Google Workspace, Accounting System Alyante by TeamSystem (preferable)