



DEUTSCHE BOTSCHAFTSSCHULE NEW DELHI

German Embassy School New Delhi

Anerkannte deutschsprachige Auslandsschule

Vacancy German Embassy School New Delhi “Manager Finance”

Application deadline: 16.12.2019

Start: 20.01.2020

German School New Delhi is one of more than 140 overseas German schools recognised by the Standing Conference of the Ministers of Education and Cultural Affairs of the states in the Federal Republic of Germany (KMK). The school is part of the Deutscher Schulverein New Delhi [DSND], a non-profit-making association registered in Germany. We have approximately 140 students from play-school till class 12. Our administrative team consists of 5 team members.

Responsibilities

- Preparation and administration of financial system in order to ensure that the finances of the German Embassy School Society New Delhi are maintained in an accurate and timely manner.
- Preparation of monthly reporting and assistance in preparation of the annual budget.
- Control of all cash and banking transactions, keeping record and maintaining of the school reserves.
- Maintaining and controlling ledgers of all kinds of school, kindergarten, & administration expenses and income.
- Payroll Management and Invoice generation (school fees etc.)
- Financial Accounting and recording of all entries in Tally
- Weekly report to the Head of Administration in order to maintain close cooperation in all issues of budget management.
- Bill payment (cash, cheque, online banking)
- Prepare income/ expenditure statements; prepare quarterly reports and journal summaries if needed.

Required Qualification

- Graduation in Commerce or MBA Finance or equivalent degree
- Excellent English language skills, German Language Skills preferred
- Minimum 5 years of work experience in finance, administration, accounting
- Experience in working with Excel and Tally

We offer an interesting working environment within a small but highly motivated team. In case you are interested please send your application along with resume, mark sheets and references as well as your salary expectations to anja.shivhare@dsnd.de.

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