



RAMALLAH
FRIENDS SCHOOL

Ramallah Friends School is seeking a well-qualified and enthusiastic candidate to fill the position of:

Finance Manager

Ramallah Friends School (RFS) continues a 148-year history of serving the needs of Palestinian children and families, providing educational excellence built upon the Quaker values of equality, simplicity, and peace. The school serves a student body of approximately 1,400 girls and boys in grades K-12.

The Finance Manager (FM) is responsible for managing the fiscal affairs of the RFS through the installation and maintenance of an integrated system to plan fiscal needs, ensure proper recording and maintenance of financial transactions, ensure valid disclosure of receipts and disbursements, manages all financial risks, including currency and interest risk. Provide recommendations for sound investments of any cash balances. The FM interprets and follows regulations prescribed by the BOT. The FM will be closely involved in the future planning, implementation and review of the School Strategic Plan. The FM will work under the direction and supervision of the Head of the Ramallah Friends School. It is required that the candidate possess:

- Qualified Chartered Accountant/ MBA - Finance, MBA or related field.
- At least 10 year experience in managing finances of a medium/ large institution (preferably educational) or a service organization.
- Demonstrated skills in project planning and finance.
- Experience in currency risk management.
- Experience in and knowledge of the business/construction sector in the Palestine.
- Good background and experience in finance management
- Excellent command of written and spoken English.
- Demonstrated organizational and work planning abilities.
- Self-sufficient in undertaking own administrative tasks.

A detailed Job Description with required qualifications can be found using this link:

<http://www.rfs.edu.ps/uploads/files/Downloads/FMAd2017.pdf>

Interested candidates are to send a letter of interest along with a CV to (recruit@rfs.edu.ps) no later than 15 September 2017 (indicate 'Finance Manager' in the Subject line). All submissions need to be in English. RFS reserves the right to close the search as soon as a candidate is identified. *Only shortlisted candidates will be contacted.*