

Finance and Operations Manager – Britannica International School, Budapest

Job Description

Role Overview

The Finance and Operations Manager leads the business side of Britannica International School Budapest, working alongside and reports to the Principal as the school's senior finance and operations lead. The role owns operations as well as finance and financial controls, commercial income, facilities and suppliers, and oversee HR operations, in line with Hungarian law and Ariston Education group standards. It is expected to put in place the controls, policies and processes not only run day-to-day administration.

Title	Finance and Operations Manager	School	Britannica International School, Budapest
Reporting to	Principal	Dotted line to	Ariston Education Group Finance and HR
Direct Reports	Premises Manager (who supervises maintenance, grounds and cleaning staff), Finance Assistant, HR Manager	Contract	Full-time, permanent
Working Pattern	School year calendar, with presence required during key holiday periods for maintenance works and year-end/budget work		

Key Responsibilities – Finance

- Design, implement and run the school's financial controls framework: approval limits in line with the group approval matrix, segregation of duties, bank mandates and payment authorization, reconciliations and documented procedures; report on control effectiveness to the Principal and group Finance.
- Prepare the annual school budget with the Principal and track spend against it monthly.
- Manage tuition fee invoicing, collections and debtor follow-up, including payment plans and escalation.
- Write and enforce a formal fee discount and sibling policy, unless and until one is supplied by the Ariston Group, so that all discounts follow set criteria and are approved and recorded centrally.
- Review the terms and conditions on contract termination and change them as agreed with Ariston Group Finance.
- Centralize the costing, pricing and collection of school trips and activities in Finance
- Process supplier invoices, purchase orders and payments, applying the Group approval matrix.
- Manage petty cash, staff expense claims and the school bank accounts, and all relations with the banks used by the school.
- Prepare month-end inputs for the group: accruals, prepayments, bank reconciliations and cost-center reporting.
- Understand the group and legal structure (school operating company and property company) and manage intercompany transactions, recharges and balances with group Finance.
- Oversee the outsourced bookkeeping/accounting firm (könyvelő) and payroll provider: obtain full information on their scope and terms, review the quality and accuracy of their work and their fees, and recommend changes where needed.
- Work with the accounting firm on VAT, local business tax (HIPA) and statutory filings with NAV.
- Manage additional revenue streams (for example clubs, holiday camps, lettings, transport and catering), making sure each is properly costed, priced and profitable.

- Prepare the capital expenditure (capex) plan and business cases for significant investments, for approval by the Principal and Ariston.
- Produce monthly management reports and flag variances, cash-flow risks and savings opportunities.
- Support the annual statutory audit and group audit requests.

Key Responsibilities – Facilities, maintenance and suppliers

- Line-manage the Premises Manager, who supervises the caretakers and cleaning staff; agree rotas, priorities, performance standards and quality checks for the team.
- Oversee the planned preventive maintenance schedule and a reactive repairs log with clear response times.
- Plan and supervise summer and holiday works so the campus is ready for each term.
- Source, contract and manage suppliers (catering, cleaning, security, transport, IT, utilities), obtaining at least three quotations for significant new spend.
- Oversee the re-tender the school's regular suppliers on a set cycle, liaise with the Premises Manager and recommend best value for approval by the Principal
- Track supplier contracts, renewals and service levels; challenge under performance and renegotiate where needed.
- Keep the asset register and inventory of furniture, equipment and IT hardware up to date.
- Ensure building compliance: fire safety (tűzvédelem), occupational health and safety (munkavédelem), statutory inspections and certificates.
- Act as the main contact for contractors and authorities on building matters.

Key Responsibilities – HR

- Line-manage the HR Manager and oversee the full employee lifecycle for local staff: contracts, amendments, onboarding, probation and exits, in line with the Hungarian Labour Code.
- Ensure the school maintains a Single Central Register (SCR) of pre-employment and safeguarding checks for all staff, and ensure it is up to date.
- Oversee and keep personnel files complete and GDPR-compliant, including qualifications, child protection training evidence, and work permits and residence documents for staff.
- Check staff qualifications against the requirements of each role and report gaps and action plans to the Principal.
- Set up transparent salary scales and a benefits framework, benchmarked against competitor schools.
- Oversee monthly payroll inputs for the payroll provider and check the results.
- Oversee recruitment logistics: job adverts, interview scheduling, reference and background checks (including criminal record certificates – erkölcsi bizonyítvány).
- Track staff turnover and reasons for leaving, and report trends to the Principal and Group HR.
- Manage staff exits, including planned exits agreed with the Principal and Group HR, in line with the Hungarian Labour Code.
- Oversee the tracking of leave, sickness absence and mandatory occupational health checks (üzemorvosi vizsgálat).
- Keep a record of cover arrangements for staff absence, and report cover levels and costs.
- Support the Principal on performance reviews, disciplinary matters and staff relations, escalating to Group HR and/ or Legal where needed.
- Maintain HR data and send monthly headcount and staff-cost reporting to group HR.

General administration, health and safety, compliance and safeguarding

- Ensure appropriate/ relevant professional development training for administrative, support and auxiliary staff.
- Ensure all staff undergo relevant and regular safeguarding, safer recruitment and health and safety training.
- Manage the school office and front-desk processes, including admissions administration where needed.
- Keep licenses, insurance policies and regulatory registrations current, and support inspections by Hungarian education authorities.

- With advice from the Principal, ensure named leads are appointed for health and safety, data protection (DPO) and activities and trips, and work with them.
- Ensure appropriate risk assessments are carried out, regularly reviewed and updated and securely stored for all areas of the school premises.
- Require an approved risk assessment for every school trip before any financial commitment for it is made.
- Uphold the school's safeguarding and child protection policies in all contractor and visitor arrangements (sign-in, supervision, background checks), making sure anyone without child protection clearance is accompanied at all times while on site.
- Maintain data protection (GDPR) practices across finance, HR and supplier records.
- Support emergency planning, evacuation drills and business continuity.
- Take on other reasonable duties as requested by the Principal.

Person specification

Area	Essential	Desirable
Education	Degree in business, finance, economics or similar	Accounting qualification (e.g. mérlegképes könyvelő, ACCA/CIMA) or similar
Experience	5+ years in finance and operations, including at least 3 years in a management role	Experience in a school, international organization or multi-site group
Finance	Budgeting, management reporting, cash-flow, Hungarian VAT; designing and running financial controls	Group/intercompany reporting, an ERP; capex business cases; managing outsourced accounting and payroll
Facilities	Managing contractors and suppliers, including tendering	Line-managing a maintenance or operations team
HR	Working knowledge of the Hungarian Labour Code and payroll; managing staff exits	Salary benchmarking and pay scales; recruiting international staff, work permits; safer recruitment
Languages	Fluent Hungarian and English (spoken and written)	Another European language
Tools	Advanced Excel, Microsoft 365	Accounting or HRIS software
Personal	Organized, discreet, hands-on, able to prioritise under pressure; willing to challenge established practice	Calm problem-solver with a service mindset

The successful candidate must provide a clean criminal record certificate (erkölcsi bizonyítvány) before starting and complete safeguarding and child protection training, in line with safer recruitment requirements.