



**Riffa Views International School
Kingdom of Bahrain**

Business Operations Manager

Job Description

The Business Manager leads, manages and oversees all operations and business management for the school and employees. This is a vital role in the school to ensure smooth operations so that the Leadership Team can focus on student learning. The Business Manager is part of the Senior Leadership Team and should model the philosophy and ethos of the school.

Essential Expectations of an RVIS Employee:

- 1) **Mindset:** Subscribe to a mindset of agility, ambiguity tolerance, and openness to feedback, professional growth and new learning. Become comfortable with being uncomfortable because all learning requires discomfort, and we only grow when we learn and reflect. Strive to balance system coherence with individual agency.
- 2) **Compassionate Action:** A belief that every child is awesome and unique. Treats everyone in the community with kindness. Shows grace in dealing with conflict. Believes in and takes action for the greater good.
- 3) **Student Wellness:** Maintain a safe and secure environment for all children and adhere to best practices around child protection and wellness, including maintaining appropriate boundaries and dialogue when speaking to and about students.
- 4) **Professionalism:** Maintain a professional demeanor in support of RVIS and its mission in all that we do with students and our community. Acknowledge our interculturalism as representatives of RVIS within Bahrain.

General Job Description

- Serve as a positive, collaborative member of the Leadership Team.
- Maintain a proactive, smooth functioning Business Office.
- Liaise daily with the operations and facilities teams to ensure upkeep and school beautification.
- Through Business Operations, vendor management, and facilities, delivers on our promise of a future-driven learning experience.
- Assist the Head of School with the coordination of all business relationships between the school and local and foreign vendors or service providers.
- Perform other duties as needed by the Head of School.

Business Office

- Manage all accounting, financial services and business/administrative computer services in a professional manner to produce controlled high quality reports and logical planning for the future.
- Administer the fiscal affairs and budget control of the school to derive maximum benefit from the school's financial and physical assets and ensure that all assets are controlled and safeguarded.
- Manage revenue, receivables, expenditure, reporting, banking, school insurance, investments and audits.

- Produce monthly financial statements and related reports for the Head of School and Board of Trustees which summarize the current financial position of the school.
- Supervise all bank transactions and ensure that all required payments are made on time.
- Review and recommend financial/administrative management methods, policies and procedures at the school.
- Engage in long-range planning using the school budget model (and other resources). Project school revenue, expenditure, financial reserves and the need for tuition/fees modification.
- Develop budget assumptions and guidelines ensuring appropriate lead time via the annual budget calendar. Coordinate preparation of the budget and assist administration in determination of their cost center budget requirements.
- Manage continual control and monitoring of cash flow and deposit accounts.
- Supervise school payroll procedures including payments and preparation/maintenance of all earnings, deductions and other personnel salary records including local tax reporting.
- Review staff employment agreements and contracts before they are distributed.
- Assist faculty and staff with business related issues. Calculate and administrate faculty leavers process regarding indemnity and airfare payments.
- Facilitate year-end audit activities including auditor selection, work paper preparation/review, and policy development.
- Manage process for receiving overseas shipments and orders to include communicating with local shipping company, ensuring invoices are paid, etc.
- Collaborate with the admissions department to standardize procedures and effective processes between both departments.
- Supervise and evaluate:
 - Accounting Staff
 - Facilities Staff
 - Copy Centre
 - School Driver
 - Interns (when applicable)
 - All fixed subcontractors i.e. Security, Cleaning staff, Food Services, etc
- Liaise with LMRA, Ministry of Labor, Ministry of Education, GOSI regarding various issues as required by the Head of School.

Facilities

- Ensure the effective financial control of procurement, supply inventory and property/plant equipment systems.
- Oversee and manage the facilities function for the school and teacher housing, including:
 - Supervising internal staff
 - Serve as main point of contact for facilities contractors and suppliers (eg: Amlak, Enova)
 - Ultimate responsibility for external security and cleaning personnel
 - Plan and execute the annual maintenance programme all year round
 - Manage facility rental process

Contracts & Vendors

- Oversee negotiations of finance related transactions and contracts with external vendors.
- Managing the efficient procurement of goods and services and ensuring adherence to policy.
- Manage vendors who provide key students services including:
 - Transportation
 - Food Service
 - Uniforms
- Review and administer school contracts and commitments with the Head of School and Board relating to fidelity, liability and school and residential property insurance, building or land leases, and service/construction contracts.
- Review and recommend hardware/software improvements in all business administrative computer systems.

External Partnerships

- Liaise with our external partners (eg North Pole, Tennis Academy, Sports Academy, Life Fit) to ensure a positive and productive partnership
- Maintain contracts and renegotiate as needed
- Prepare feasibility reports for Head of School and Board as required

Work Schedule: **12-month contract**
Sunday through Thursday
7:30 am to 3:30 pm
Additional as and when required

Reports To: **Head of School**

Required Qualifications:

- Degree in Accounting or Business Administration;
- Supervisory experience including Performance Management;
- Must obtain a letter of good conduct from previous employer and must demonstrate strong professional business ethics;
- English language skills equivalent to a native English speaker and writer of the English language;
- Possess the appropriate technology skill level for the position;
- Well organized and efficient;
- Ability to establish priorities, work independently, and proceed with promised objectives;
- Excellent attention to detail;
- Awareness of confidentiality at all times;
- Work well under pressure;
- Trustworthy and reliable;
- Problem solver, excellent interpersonal skills;
- Ability to handle multiple responsibilities and deadlines concurrently;
- Ability to handle and resolve recurring problems;
- Experience working in an educational setting.