



## VIENNA INTERNATIONAL SCHOOL - AUSTRIA

seeks a

### BUSINESS MANAGER (m/w/d)

#### OUR SCHOOL

The Vienna International School (VIS, <https://www.vis.ac.at>) is a successful independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna. VIS was founded in 1978 to serve the children of the United Nations and diplomatic communities in Vienna. It is also open to children of the international business community and a limited number of Austrian families.

The School is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education. The School is divided into two major sections: Primary and Secondary.

#### JOB SUMMARY

The Business Manager of the Vienna International School is a member of the Senior Leadership Team (SLT) reporting directly to the Director with specific responsibility for leading the Departments of Finance, Procurement and Facilities.

#### KEY RESPONSIBILITIES

The key responsibilities of the Business Manager include:

- providing exemplary leadership, coordination and support for the administrative team that includes finance, procurement and facilities.
- exercising overall responsibility for exemplary financial planning.
- overseeing the preparation of the annual budget.
- taking overall responsibility for the control and execution of the budget.
- having overall responsibility for managing major projects related to the school's campus facilities as agreed by the Board of Governors.
- managing the long-term planning of site-related projects.
- liaising with local, national and international organizations on behalf of the school under the guidance of the Director.
- providing regular reports to the Director, SLT, and the Board of Governors.
- ensuring compliance with Austrian regulations for buildings and operations.
- establishing written policies and procedures to support exemplary business practice.
- following best practice in all aspects of business management.

*Please also see the full job description attached for the specific responsibilities.*



## REQUIREMENTS

### **Professional Experience**

- 10 years' experience in the field of Business Administration
- Successful experience of building connections in the local economy
- Successful experience with running tendering processes
- Successful experience of team leadership in a medium-sized enterprise
- Experience of managing and maintaining a large building
- Investment Management
- Cash Flow Management

### **Professional Understanding and Knowledge**

- Knowledge of legal, contractual and compliance regulations in Austria
- Understanding of Financial Planning
- Knowledge of Budgeting and Forecasting
- Understanding of Risk Management

### **Professional Competencies**

- Successful team leading
- Expertise in handling, analysing and processing data
- Good written and oral communicator
- Fluent German speaker with excellent command of English
- High level IT skills

## VIENNA INTERNATIONAL SCHOOL OFFERS:

- An incentive salary (Minimum Euro 119.000,-- gross p.a.) reflecting your qualification, skills and experience
- A professional challenge in an international and open-minded working environment
- Significant opportunity for personal and professional growth
- 30 working days of paid leave per year

## APPLICATION PROCEDURE:

Interested candidates are asked to apply with a letter of application, CV, and statement of leadership philosophy. Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership or management role.

All applications will receive an automated response.

In line with GDPR, we ask that you do NOT send us any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sexual orientation, genetic and/or biometric data) in your CV and application documentation.



Following this notice, any inclusion of your Sensitive Personal Data will be understood by us as your express consent to process this information going forward. Please also remember not to mention the information or details of anyone (e.g. referees) who have not previously agreed to their inclusion.

Professional dossiers may also be submitted by the candidate, but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements.

***Applications are welcomed from a broad range of applicants.***

- Please send your application by email as one PDF file with a size not exceeding 5MB.
- Please title the pdf attachment as follows: "'last name' 'first name' Business Manager".
- Please use the same text in the subject line: 'last name' 'first name' Business Manager. (This is helpful as we work with automatic filters.)
- We would ask you not to paste your application into the body of the email. Please note that only the one attached document in pdf-format will be reviewed.

*Please note that a valid residence title and work permit for Austria is required for Non-EU-citizens.*

Deadline for receipt: The position will remain open until filled.

**Please address your application to: [leadershiprecruiting@vis.ac.at](mailto:leadershiprecruiting@vis.ac.at).**

Vienna International School  
Human Resources  
Straße der Menschenrechte 1, 1220 Wien  
[leadershiprecruiting@vis.ac.at](mailto:leadershiprecruiting@vis.ac.at)  
[www.vis.ac.at](http://www.vis.ac.at)



## Vienna International School Job Description

**Job Title:** Business Manager

**Responsible to:** The Director

**Job Summary:** The Business Manager of the Vienna International School is a member of the Senior Leadership Team (SLT) reporting directly to the Director with specific responsibility for leading the Departments of Finance, Procurement and Facilities.

Personnel Specification	Essential	Desirable
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>- University Degree in Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>- MBA or similar advanced qualification</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>- 10 years' experience in the field of Business Administration</li> <li>- Successful experience of building connections in the local economy</li> <li>- Successful experience with running tendering processes</li> <li>- Successful experience of team leadership in a medium-sized enterprise</li> <li>- Experience of managing and maintaining a large building</li> <li>- Investment Management</li> <li>- Cash Flow Management</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in an educational setting</li> <li>- Previous experience as a Business Manager</li> <li>- Experience of working in a multi-cultural community</li> </ul>
<b>Professional Understanding and Knowledge</b>	<ul style="list-style-type: none"> <li>- Knowledge of legal, contractual and compliance regulations in Austria</li> <li>- Understanding of Financial Planning</li> <li>- Knowledge of Budgeting and Forecasting</li> <li>- Understanding of Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of legal, contractual and compliance regulations for schools operating in Austria</li> <li>- Understanding of cross-cultural sensitivity</li> </ul>
<b>Professional Competencies</b>	<ul style="list-style-type: none"> <li>- Successful team leading</li> <li>- Expertise in handling, analysing and processing data.</li> <li>- Good written and oral communicator</li> <li>- Fluent German speaker with excellent command of English</li> <li>- High level IT skills</li> </ul>	<ul style="list-style-type: none"> <li>- High level of skills in handling negotiations</li> <li>- Sense of humour</li> </ul>
<b>Beliefs and Values</b>	<ul style="list-style-type: none"> <li>- A strong commitment to the beliefs and values of the three IB programmes</li> <li>- A strong commitment to the belief that all children can be successful</li> <li>- A willingness to support and promote the mission of the school, intercultural understanding and international mindedness</li> <li>- A willingness to actively promote Diversity, Equity, Inclusion and Justice</li> <li>- A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners</li> </ul>	



## KEY RESPONSIBILITIES

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- establishing written policies and procedures to support exemplary business practice.
- following best practice in all aspects of business management.

## SPECIFIC RESPONSIBILITIES

### A. Financial Management

In executing financial planning and control systems, the Business Manager, assisted by the Finance Manager:

- develops a long-range financial plan; This to be reviewed by the Finance Committee and approved by the Board of Governors
- develops the budget forecast for the following school year
- exercises the quality control and execution of all budgetary operations
- ensures high quality of all school records for the purpose of auditing
- is proactive in recommending to the Director the financial strategies necessary to meet all budgetary targets
- ensures an accurate and timely system of student account management, tuition billing and collection
- ensures that tendering processes are performed according to School Policies

### B. Management of School Services

- The Business Manager is responsible for:
- The work of the Finance, Facilities and Procurement Departments.
- Overseeing the provision of:
  - Food service programme in the school
  - School transport service
  - School security services and safety issues
  - Cleaners and other personnel contracted by the school
  - Maintenance of garden and environmental areas
- Administering competitive tenders for the above services when necessary.



## **General**

It is expected that the post holder actively:

- supports community related activities in the promotion of the 'life of the school';
- provides support for other activities as deemed appropriate by the Director within the scope of responsibilities as Business Manager.
- assumes any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

## **Review**

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

## **Framework**

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- A full and appropriate induction programme.
- Ongoing professional development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals.
- Personal and professional support as appropriate.
- The best possible facilities, within the resources available, to enable the post holder to fulfil the agreed duties.
- Equality of opportunity in career progression.