

## Financial manager

Would you like to be part of an exciting, international environment where communication, innovation, and education are central? Prins Henrik School (LFPH) in Copenhagen is looking to hire a financial manager.

We are a uniquely multicultural and exciting school in Copenhagen with more than 800 students from preschool to the final of secondary school (corresponding to Danish "3.g").

Become part of a committed educational environment where high French academic standards meet Scandinavian openness. LFPH is:

- A member of the AEFE network
- Offers a French curriculum, along with qualifying Danish exams
- A new state of the art school building situated Rolighedsvej 39, Frederiksberg
- A historic school with Danish-French ties since 1954
- Her Royal Highness Princess Marie, patron since June 2024
- Students who are curious, multilingual, and open to the world

### About the position

As Financial Manager, you will assist the Head of Finance and Administration in all matters concerning accounting and payroll administration. You will be responsible for preparing budgets, monitoring the budget in relation to all applicable regulations, and providing key figures for the management of the establishment.

You will be the main point of contact for all regulatory authorities (the Danish Ministry of Education, AEFE, the municipalities) in regard to reporting requirements. You will lead a team of two people and monitor whether budgets are maintained within the school's various departments (teaching, after-school care, maintenance, IT, canteen, security). You will act as a deputy for the Head of Finance and Administration in their absence.

### Primary tasks 1. Financial Management and Accounting

- Manage the school's accounting.
- Prepare periodic, monthly, and annual accounts.
- Participate in budget preparation with the Head of Finance and Administration and ensure a follow-up.
- Analyze budget deviations and propose possible adjustments.
- Prepare accounts for auditing.
- Administer year-end closing and creation of a new fiscal year.
- Monitor bank reconciliation and various monthly reconciliations (payroll, tuition fees, debtors, creditors, etc.).
- Manage cash flow and liquidity.
- Register and approve invoices in E-conomic.

## 2. Administration of Payments

- Create monthly payments: salary, pension, tax, ATP (Danish supplementary labour market pension), paid vacation.
- Calculate salary rates for new employees.
- Verify that salaries are updated according to current rates and agreements (DSA Løn - Danish Salaried Employees' Association Payroll).
- Perform monthly reconciliations between DSA, E-conomic, and accounting.
- Submit declarations and applications for reimbursement (sickness, maternity/paternity leave, Vikarkassen - temp agency fund) via Virk.dk and other platforms.
- Report various statistics related to payroll (Statistics Denmark, Ministry of Education, etc.).
- Administer employment contracts and personnel records (absence, activity plans, etc.).

## 3. Management and Supervision

- Lead and motivate the accounting team (2 people).
- Supervise and control:
  - Apply for reimbursements (sickness, maternity/paternity leave).
  - Handle payroll and reporting of substitute reimbursement.
  - Booking of incoming and outgoing payments.
  - Collection and follow-up on tuition fees.
  - Bank reconciliations and control of bookkeeping.
  - Follow-up and control of municipal grants.

## 4. Participation in committees and projects

- Participation at conferences, meetings, and seminars related to budget and financial management.
- Contribute to administrative development projects with management.

## Required competencies

- In-depth knowledge of accounting and budget management.
- Thorough knowledge of Danish legislation within the labor market and taxation.
- In-depth knowledge of accounting tools (E-conomic, DSA Løn).
- Detail-oriented, talent for organisation, and analytical.
- Leadership skills and team spirit.
- Working knowledge of French and Danish (written and spoken).

## Terms of employment

- The position is in Copenhagen.
- Close cooperation with management and administrative staff.
- Engage with the school functions and the international context.

If you have any questions about the position, please feel free to contact Pierre LARTIGUE at the following address: [hr@lfph.dk](mailto:hr@lfph.dk)

Please send your application and CV to [hr@lfph.dk](mailto:hr@lfph.dk). Applications are reviewed on a rolling basis. We will close the application deadline when we have found the right candidate.