

## Director of Administration and Finance

For over 40 years, the Lycée Français de Manille (LFM) has been promoting French academic excellence to expatriate and Filipino children. In collaboration with the German International School of Manila (GESM), the LFM is located on the green and spacious Eurocampus in Manila-Parañaque, offering its students high-level infrastructure in a multicultural environment - over 650 students, 150 staff, over 30 nationalities.

The LFM is a member of the AEFE network, its teaching programs meet the academic guidelines and requirements of the French Ministry of National Education, from Kindergarten to Senior High School (Terminale).

As part of its development, the French International School of Manila is looking for a

### Director of Administration and Finance

The position is to be filled on or before March 2025 to be able to guarantee a complete and smooth transition of function.

#### Job environment

The result of a partnership between the Agency for French Education Abroad and the ZFA (the German Central Service for Primary and Secondary Education Abroad), the Lycée Français de Manille (LFM) and the German School of Manila (GESM) share the green setting of the first Eurocampus created in the network of international schools.

Both schools operate under the European International School (EIS), a legal entity under Philippine law approved by the Philippine Department of Education (DEPED).

Subject to Philippine law, the LFM is a private non-profit school, managed by the Association of Parents of Students of the LFM (APE-LFM), while being approved by the French Department of National Education through an agreement signed with the Agency for French Education Abroad (AEFE).

The LFM is managed by two Councils:

1. The School Council, chaired by The Principal, who has the responsibility of all educational subjects and those relating to the life of students within the school.
2. The Management Board, composed of parents elected by the APE-LFM, which is responsible for the strategic vision and the supervision of the management of the school apart from the purely pedagogical aspects. The Management Board is the employer of all staff recruited under local contracts.

In addition, a Joint Advisory Committee (JAC) brings together the members of the Management Board of the two schools.

The establishment is growing and must face new challenges in order to increase student capacity and offer an ever more attractive setting in a highly competitive environment.

More details about the school can be found on its website: [www.lfmanille.ph](http://www.lfmanille.ph)

## Job Description

### Job Objectives:

The DAF is responsible for supervising and managing all logistical, administrative and financial activities of the Lycée Français de Manille (LFM). He plays a key role in the strategic development of the institution, particularly in terms of infrastructure, security, finance, communication, and human resources, while maintaining effective collaboration with the German European School Manila (GESM).

Reporting directly to the President of the LFM Management Board, the Director of Administration and Financial works closely on a daily basis with the Principal to whom he reports functionally and to whom he regularly reports on his activities.

### Key Responsibilities:

- LFM Financial and Administrative Management: Develop and execute the school's budget in collaboration with the Principal and after validation by the Management Board and the General Assembly. Manage the various associated financial operations, and ensure the necessary interfaces with the Management Board and the AEFÉ services.
- Propose a multi-year financial strategy.
- Anticipate the school's infrastructure development needs (€1M over the coming years), propose projects that meet needs, manage projects from design to implementation in compliance with quality/cost/delivery objectives in collaboration with the infrastructure manager who will be recruited for project management.
- EIS Financial Management: collaborate and negotiate budgets with GESM in the best interests of the Eurocampus and LFM and ensure implementation jointly with GESM.
- Security: Responsible for the maintenance, improvement and security of the school's infrastructure, and also for the services organized by the school (school bus, infirmary, canteen, school trips, etc.). Responsible for the development and implementation of the security plan (PPMS) in line with the recommendations of the Embassy's 1st Security Officer.

- Interinstitutional Relations: Respond to requests from the embassy and the AEFÉ that are within its area of responsibility. Represent the LFM with local government bodies. Improve and develop relations and joint projects with the GESM.
- Strategic Management: Define and build annual strategies to be proposed on a timely basis to the management board for all departments under his responsibility, and ensure their deployment by measuring the performance of the different departments. As necessary, define and implement processes to improve their effectiveness.
- Communication: Oversee, lead, and implement an effective communications strategy, including management of the communications manager. Utilize communications as a channel to advertise and market the excellence of the institution to potential students.
- Human Resources: Ensure the effectiveness of the organization by implementation of periodic, fair and judicious measurement of performance. Empower human resources to organize employee records and comply with government mandated regulations. Understand and arbitrate, if necessary, HR issues specific to the Philippine and French contexts. Ensure that all employees have fair and judicious performance evaluations.
- Purchasing: Ensure the various supplies necessary for the proper functioning of the school.
- Maintenance: Keep school infrastructure and equipments clean, orderly and functioning. Regularly inspect and escalate as needed, work that needs to be done to ensure the school is conducive to learning. Work closely with your GESM counterpart regarding infrastructure common to Eurocampus.

All local law staff are placed under the responsibility of the DAF by delegation of the President of the APE.

### Training - Educational background:

- Advanced degree in management, finance, or related area, preferably with a specialization or significant experience in school administration or educational institution management.
- Additional training in security, crisis management, or communication would be a plus.

### Experience :

- Proven experience as an administrative and financial manager, with a preference for candidates who have worked in the context of an international or multicultural educational establishment.
- Experience in managing infrastructure projects and driving organizational changes.
- Expertise in financial management and accounting, with demonstrated ability to develop and monitor complex budgets.
- Experience in security management in an organizational context, preferably in an educational environment.

### Skills and Personal Qualities:

- Proven leadership and team management skills, able to motivate and lead a diverse workforce.
- Excellent communication and interpersonal skills, with the ability to work effectively at different organizational levels and with diverse partners.
- Ability to exercise discretion, judgment and professionalism in complex situations.
- Proactive, with a strong ability to identify the needs of the institution and propose innovative solutions.
- Cultural sensitivity and ability to work in an international environment.
- Fluency in French and English required; any other language is an asset.

### To apply

Please send your CV and cover letter to [recrutement@lfmanille.ph](mailto:recrutement@lfmanille.ph), specifying how you plan to contribute to the development of the Lycée Français de Manille.