****British Virgin Islands Seventh-day Adventist School

**VACANCY ANNOUNCEMENT**

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| **Position/Title:** Business Manager | **Island:** Tortola, British Virgin Islands |
| **Department:** Education | **Immediate Supervisor:** Principal |
| **Posting Date:** April 8, 2025 | **Starting Date:** June 30, 2025 |
| **Position Summary:**  In consultation with the Principal, the business manager is responsible for the financial operation of the school. He/she is responsible for the basic systems of accounting and financial control. He/she is responsible for cash, equipment, inventories and taxes; for the physical plant and for advice and assistance in financial matters such as creative financing and fund raising. It is emphasized that he/she is expected to work very closely with the principal of the school, and should, consult with him/her in all of the major financial transactions such as sales, purchases or procedures. | |
| **Essential Functions:**   1. Budgeting – the Business Manager establishes the school system of budgetary control. He/she should provide a budget format, and in close cooperation with the Principal provide information on financial forecast and expenditures for prior periods, with the assistance and cooperation of the Principal, a tentative budget should be provided for the new school year and presented to the Board by March 30 of each year. A balanced approved budget should be prepared not later than October 1. 2. Accounting – All items entering into the budget should be studied carefully by the Board and after adoption, the Business Manager should see to it that it is followed closely. 3. The Business Manager makes and controls the entire system of accounting records. He/She ensures the uniform and consistent carrying out of all financial transactions or goals. 4. The Business Manager cares for and directs the maintenance of the school plant, cares for all routine maintenance and repairs, the upkeep of the school grounds, custodial or janitorial services, plant insurance and sanitation. 5. He/she keeps the school principal up to date on all contracts and financial matters, serves as a member of the school board, conducts relationships with banks, government agencies and insurance carriers. 6. In fulfilling the desires of the board, the administration will not permit any purchases to be made in the name of the school without specific or delegated authorization of the Business Manager. 7. Formulate policies and procedures which provide for the collection, custody, investment, disbursement, accounting and auditing of school monies. 8. Prepare financial reports and statements which may be required, from time to time, by the Board. 9. Have an integral role in any school sponsored program or function to raise funds for any area of school need or use. 10. Approve all expenditures for which a general or specific appropriation had been made by the Board as evidenced by its records. 11. Perform such other duties as the Principal may from time to time assign him/her. | |
| **Education/Experience/Requirements**   * Minimum of a Bachelor degree in Business administration or Business Finance, or adequate experience in the area of finances as deemed appropriate by the school Board and the Conference Board of Education. * A measure of experience in financial management in non-profit organizations. * Experience in a Seventh-day Adventist School is preferred but not mandatory. | |
| **How to Apply:**  Persons interested in this position must submit the following information:   1. Cover letter which should include your basic philosophy of life and your primary objectives. 2. Curriculum vitae/Resume 3. Copies of all certificates, diplomas and transcripts 4. Three letters of recommendation 5. Police record   **The application package must be emailed or sent to the British Virgin Islands Seventh-day Adventist School HR Department:**  Mr Wade Tobin  Secretary  BVISDA School Board of Management  PO Box 254  Road Town, Tortola, British Virgin Islands  VG1110  Email: [schoolbvisda@gmail.com](mailto:schoolbvisda@gmail.com) or [wade.tobin@bvisdaschool.org](mailto:wade.tobin@bvisdaschool.org) | |