Internal Vacancy
2026-2027

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, progressive K-12 IB World School (PYP, MYP, DP), in one of the most desirable cities in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. ISD is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC), reflecting our commitment to the highest standards of excellence.

We welcome applications for the following position:

Senior Accountant/Chief Accountant

(M/F/D)

Starting January 1, 2027

Position Overview

The Senior Accountant / Chief Accountant contributes to the operational excellence and long-term financial sustainability of the school. The incumbent oversees full-cycle general ledger accounting, financial reporting, management controlling, and regulatory tax compliance for an international school serving approximately 1,000 students and 200 employees. The position plays a key operational and supervisory role by reviewing and supporting the daily work of a small team of two, including an accountant and a financial clerk, assisting in budget management, and supporting the Director of Finance & Administration in managing department personnel and financial matters across all related legal entities (e.g., ISD e.V., Förderverein, Fundraising gGmbH)

Position Requirements

- **Education:** Bachelor's degree in Accounting, Finance, Business Administration, or equivalent qualification (e.g., certified *Bilanzbuchhalter/in*, CPA, or completed vocational training as *Steuerfachangestellte/r*).
- **Experience:** Minimum of 5 years of accounting experience in general ledger, financial reporting, and/or controlling. Preferably in an international school, non-profit, or educational environment. Experience in mentoring, guiding, or supervising financial personnel is an advantage.
- **Accounting & Tax Standards:** Strong knowledge of HGB (German GAAP), GoBD principles, and practical experience with regular tax reporting and filings.
- **Controlling & Budgeting Skills:** Proven ability to assist with budget updates, analyze financial variances, and communicate budget metrics.

- **Leadership & Review Skills:** Excellent attention to detail and supervisory ability to review, audit, and support the AP/AR work performed by accounting clerks.
- **Systems & Technical Proficiency:** High proficiency in accounting software systems, advanced MS Excel, and financial database tools.
- **Languages:** Professional proficiency in both English and German to communicate effectively within an international school community and with local tax authorities, banks, and auditors.
- **Personal Attributes:** Integrity, strong analytical mindset, collaborative team spirit, and intercultural awareness.

Terms of employment:

Working Conditions:	100% contract
Group:	Administrative Staff
Salary:	65-70K gross per annum

Application Procedure:

- A letter of application outlining your strengths as a candidate
- A current CV not to exceed two pages
- Applications should be submitted in **one PDF file** to: Marie Willis, HR Director willis@isdedu.de and marked with the name of the position you are applying for in the subject heading.

Closing date for applications: 09.11.2026

School Commitment to Child Protection

Aligned with the recommendations of the International Taskforce on Child Protection, ISD holds itself to a high standard of effective recruiting practices with specific attention to child protection.

Job Description

Reports to:	Director of Finance & Administration
Working conditions:	Full-time position, 37.5 working hours per week, 30 days vacation.
Group:	Administrative Staff

.

Main Tasks & Responsibilities:

1. General Ledger & Financial Reporting

- Manage full-cycle general ledger accounting, ensuring proper bookkeeping, journal entries, accruals, and deferrals across all school entities.
- Supervise the booking and maintenance of the fixed asset ledger, including asset acquisitions, disposal postings, and monthly/annual depreciation calculations. Manages required inventory counts.
- Prepare monthly, quarterly, and annual financial statements and management reports in accordance with local statutory requirements (e.g., German HGB and GoBD).
- Prepare year-end closing files, statutory financial statements, and the annual year-end report (*Jahresabschluss*) for all legal entities.
- Prepare and submit regular Tax (VAT, corporate tax, etc.) filings and reports to tax authorities in a timely and compliant manner.
- Act as the primary contact for external auditors, tax advisors, and fiscal authorities in audits and tax matters.

2. Financial Controlling, Budgeting & Department Head Communication

- Support the Director of Finance & Administration in preparing, updating, and refining the annual operating and capital expenditure budgets. Upload budgets to the accounting software.
- Compile regular management reports and business analyses (*e.g. BWA*), financial forecasts, and ad-hoc financial reporting requested by the Director of Finance & Administration.
- Conduct ongoing controlling activities, analyzing budget vs. actual figures, identifying cost drivers, and monitoring variance metrics.

- Communicate budget allocations and actual financial performance regularly to budget holders and department heads, providing clear financial insights to support operational decision-making.
- Maintain and optimize financial database integrity, reporting templates, and accounting system workflows.

3. Supervisory Review of Accounts Receivable (AR) & Accounts Payable (AP)

- Supervise and support a small team of two (1 accountant and 1 financial clerk) in their day-to-day accounts payable processing, reviewing vendor invoice entries and verifying mathematical and factual accuracy prior to payment runs.
- Oversee and review accounts receivable operations handled by clerks, including fee invoicing, school contribution processing, parent account reconciliations, and dunning/reminder procedures (*Mahnwesen*).
- Review foreign currency transactions and vendor postings processed by the finance team.

4. Team Management, Training & Staff Support

- Support the Director of Finance & Administration in the daily management, technical guidance, and operational training of a small team of financial clerks, accountants, and interns (if hired).
- Lead onboarding and structured training for new finance staff and interns on accounting software, internal control systems, and department procedures.
- Perform quality control reviews on journal entries, bank reconciliations, and documentation prepared by junior finance team members.
- Serve as a key technical reference point for complex accounting queries, escalation items, and procedural questions.
- Substitute for and support other finance colleagues during absences to ensure continuous departmental operation.

5. Treasury & Administrative Compliance

- Oversee cash and bank account transactions, reviewing daily and monthly bank reconciliations across all accounts.
- Assist in maintaining bank account documentation, including updates to bank signatories for relevant school entities.
- Ensure strict adherence to financial compliance, departmental policies, internal controls, and non-profit/educational regulations.
- Perform other finance-related administrative and strategic tasks as assigned by the Director of Finance & Administration.