



## Vacancy Financial and HR Administrator

The Haagsche School Vereniging seeks a financial and HR Administrator for 24 hours a week.

We seek candidates who are flexible, can switch between subjects quickly and who likes to work in a school environment. This person can draw up budgets and annual reports, advise the director and the Supervisory Board and take minutes of the Supervisory Board meetings. The candidate can help teachers with collective labor agreements, enjoys working independently, but who also likes to work with administration personnel and management. The role requires someone who is able to work a few hours longer when needed.

First and foremost, the role requires financial conscience. The candidate must have the ability to ensure that our schools are financially sound and apply for subsidies. We prefer a candidate who is well-versed in Dutch law regarding primary education.

It is important that the candidate is able to work in English, since the majority of our staff speak English.

De Haagsche School Vereniging has seven schools. They are for regular primary education, international primary education, international special primary education, bilingual primary education and primary education for children with dyslexia and dyscalculia. Beginning in 1901 and after 116 years of providing quality education, the HSV is more dynamic than ever. We cherish our rich history, but we look forward to the future with anticipation and optimism. Because the future ... belongs to our children!

We offer a job with a perspective of a permanent employment contract. Salary according to the CAO PO in scale 9 or 10. A profile can be found on the website: [www.hsvdenhaag.nl](http://www.hsvdenhaag.nl).

Applications can be sent before 15 January 2018 to Tess Boss of Randstad agency ([tess.boss@nl.randstad.com](mailto:tess.boss@nl.randstad.com)) who will do the preselection for us. We prefer if you could start the job on 1 May 2018.