

Accounting and Operations Specialist

Location: Torino
Reports to: School Manager
Directs Reports: None

Job Summary:

The purpose of the job is to manage Accountancy and Operations-related activities for the WINS Campus in Torino. The position will support the School Manager in accounting, reporting and operations procedures.

Accounting:

- Managing accounts, receivable invoicing, and checking payable accounts
- Proactively engaging in solving issues related to invoicing and Bank reconciliations
- Managing a general ledger
- Producing periodical checks and Reporting tools
- Purchasing Order Control
- Managing suppliers and suppliers' invoicing
- Front Office accounting

Operations:

- Supporting the Building Manager in the daily activities related to the building
- Dealing with building-related service providers
- Coordinating devices orders and management (iPads, TVs, etc.)
- Dealing with the cleaning service for the planning and control of the steps
- Supervising the daily functioning of the Boarding House
- Checking the rooms periodically and the listing the needs for maintenance
- Managing insurance and repairs procedures
- Managing the bureaucratic procedures related to the Boarding House

Education/Qualifications: Minimum: Bachelor's Degree

Experience:

- At least 2 years of accountancy
- Sound experience in dealing autonomously and effectively with Accountant and Operations issues

Skills & Competences:

- Attitude to be involved in business matters, excellent problem-solving skills
- Excellent use of Excel
- Nice to have knowledge of any Accounting Tools
- Very good team-player
- Fluent in Italian and English