



PART-TIME SENIOR FINANCIAL ANALYST

Job Description and Job Advertisement

Position Title:	SENIOR FINANCIAL ANALYST
Location:	1077 Budapest, Wesselényi u. 17.
Position Type:	Part-time, 20 hours per week
Reports to:	CFO

About Us:

The Milestone Institute provides personalised education for secondary school students, an area in which we have fulfilled a leading role since our foundation in 2010. Our domestically developed, internationally recognised English-language programmes, delivered alongside secondary school, provide intellectual development and academic immersion, helping our students to find the academic area best suited for their interests and abilities, so that they can become successful, independently thinking people. Our unique educational programmes were designed to nurture a community of future leaders who are committed to creating a competitive Hungary in the 21st century.

Job Summary:

- This position involves providing comprehensive financial analysis and support to facilitate informed decision-making within the organisation. The Senior Financial Analyst reports to the CFO and is responsible for overseeing day-to-day finance processes, providing, analysing and interpreting financial data, advising on investment strategies and ensuring the financial health and stability of the organisation.
- Serving as a member of the Institute's mid-level management team, the Financial Analyst also supports the Institute's transition into an internationally recognised centre of pioneering innovation in the field of education and assists the CFO in executing the long-term operational strategies of Milestone Institute and in maintaining an appropriate organisational structure.



Key Responsibilities:

To lead and direct: under the overall direction of the CFO,

- the development and implementation of policies, procedures and enhanced practices in finance administration and management, identifying key areas for improvement and increasing efficiency in the organisation's financial management.
- financial analysis and controlling processes, generating reports, preparing projections, forecasts and assessments, interpreting financial information and providing insights to management.
- the work of the Finance Assistant, providing guidance and support as needed.

To manage, monitor and review:

- the financial planning process of departments, ensuring accuracy and timeliness of budget plans, in line with strategic goals.
- financial performance against budgets and forecasts, working together with department heads to identify variances, provide insights and recommend corrective actions.
- investment strategies and provide recommendations based on thorough analysis.

To support:

- the CFO in financial decision-making by providing insightful analysis and recommendations.
- international expansion efforts by providing financial expertise and analysis.

To promote and maintain:

- a culture of financial accountability and transparency within the organisation.
- financial health and solvency through effective financial management practices.
- a highly inclusive corporate culture that:
 - emphasises the importance of understanding both the Institute's vision, values and strategic direction and the collective and individual accountability in the achievement of business goals;
 - promotes ethical practices, customer focus, high performance, continuous improvement and innovation, as well as organisation-wide synergies;
 - values and encourages individual integrity, continuous learning and development as well as a commitment to quality;
 - creates a positive and ethical work climate conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels.
- effective and clear internal and external communications.

Requirements:

- C2 level English and Hungarian



- University degree in Finance
- 5yrs + experience in the area of Finance and Controlling
- People management experience is a plus

Milestone Institute offers:

- Competitive salary
- Opportunity to work from home up to 2 days per week
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Access to high-quality, regular professional development
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- Reimbursement of your MÁV/ Volán monthly pass if you are commuting to work

Application Process and Timeline:

Application is by motivation letter and Curriculum Vitae via the application link. The position is open until filled. Start Date: 1st April, a later start date can be negotiated. Shortlisted and unsuccessful candidates will be notified. Please keep in mind that applications will be weighed by a combination of the applicant's profile and the Institute's recruitment needs.

Child-Safe Recruitment:

The Institute is committed to child safe recruitment, selection, and screening practices and has a child safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children;
- Local police check;
- Child Protection Training.

Diversity and Inclusion:

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.