

UWC Robert Bosch College is an international boarding high school for young people aged 16-19 from all over the world and with diverse backgrounds. Our students from around 90 different countries live and learn on campus for two years and acquire the International Baccalaureate (IB) Diploma.

As an internationally oriented educational institution, we combine high educational standards with professional and responsible management. We place particular importance on trusting collaboration, short decision-making processes, individual responsibility, and respectful interaction on an equal footing.

To strengthen our leadership team, we are looking for a

## **Director of Finance and Operations (m/f/d), full-time starting March 2027 or earlier**

In this key leadership position, you will have overall responsibility for the school's financial and commercial affairs, as well as its day-to-day business operations and operational organisation, including the boarding school. You will ensure sound, transparent, sustainable and forward-looking financial management of the organisation and make sure that structures, processes, buildings, systems, and support functions operate reliably and are continuously developed.

As a member of the management team, you will work closely with the other members of the management team and report directly to the Rector of the School.

### **Your responsibilities**

#### **Financial Management and Overall Commercial Responsibility**

You will be responsible for all financial and commercial matters of the school, including in particular:

- Overall responsibility for controlling and the school's financial management processes
- Preparing and further developing regular financial and management reports
- Responsibility for liquidity planning and cash flow management
- Preparing and monitoring financial and budget plans
- Contributing to strategic financial planning and the school's long-term financial development
- Preparing for and supporting the annual financial statements in cooperation with external tax advisors
- Ensuring compliance with statutory and regulatory requirements
- Managing and coordinating tax-related matters
- Further developing a transparent, efficient, and professional finance function

### **Stakeholder and Cross-Functional Management**

- Primary point of contact for auditors, banks, and tax advisors
- Preparing documents for supervisory and governing bodies and working closely with other members of the management team, administration, and teaching staff
- Working closely with the school's shareholders: Robert Bosch Stiftung GmbH and Deutsche Stiftung UWC

### **Fundraising and Development**

- Developing and implementing a sustainable fundraising strategy
- Identifying and approaching new donors, while cultivating and expanding existing relationships
- Managing campaigns, events, and communication activities in collaboration with the Communications Department

### **Leadership and Coordination of Central Support Functions**

You will lead and coordinate key operational support functions of the school and ensure close collaboration between these departments:

- Human Resources
- IT
- Facilities Management and Maintenance

### **Security, Occupational Health and Safety, and Data Protection**

- Coordinating and further developing the organisation's security management system
- Working with occupational health and safety specialists and other external experts
- Supporting the implementation of statutory occupational health and safety requirements
- Acting as the interface with the Data Protection Officer and coordinating data protection-related processes

### **Communication with Authorities, Insurers, and External Partners**

You will serve as the central point of contact for communication and cooperation with key external institutions, including in particular:

- Government authorities and public bodies
- Insurance companies
- External service providers

## **Management Team**

As a member of the management team, you will actively contribute your financial and operational perspective to the overall development of the school.

You will:

- Advise the school management team on all financial and operational matters
- Contribute to strategic decisions and the further development of the school
- Translate financial data and developments into clear and comprehensible decision-making information
- Contribute to developing a sustainable organisational structure
- Take on approximately one week of on-call duty (Management on Duty) once a month. During this period, you will be available to respond to emergencies and urgent organisational matters.

## **Your profile**

We are looking for an experienced, responsible, and strategically minded professional who combines financial and operational expertise with strong communication skills and a genuine enthusiasm for working in an international educational organisation.

You have:

- A completed degree in business administration or a comparable field, as well as several years of relevant leadership experience in a similar position
- Strong knowledge of accounting, reporting, taxation, and compliance, with solid experience in financial closing and audit processes
- Strong controlling expertise, including planning, forecasting, scenario analysis, and KPI management
- In-depth knowledge of current topics and developments in several of the following areas: Human Resources, IT and digitalisation, facilities management, occupational health and safety and security management, data protection, and compliance
- Excellent written and spoken German and English and confidence working in an international environment
- Ideally, experience in the education and/or non-profit sector
- A strong sense of responsibility and commitment to quality, a hands-on approach, and an enthusiasm for working in flat organisational structures
- Excellent communication and collaboration skills
- A willingness to familiarise yourself with and actively support the ideas and ideals of the UWC movement, in particular RBC's focus on sustainability.

## **What we offer**

- A responsible and diverse management position with a direct reporting line to the Rector of the School
- Short decision-making processes and a collaborative leadership culture
- The opportunity to actively shape the financial and strategic development of an international school
- Close and appreciative collaboration with colleagues from a wide range of professional backgrounds
- A pleasant working atmosphere in an international environment in one of the most beautiful locations in Freiburg

## **Our Commitment to Diversity and Equal Opportunities**

Diversity, belonging, and anti-discrimination are core elements of our organisational culture. We are committed to further strengthening and broadening the diversity of our workforce and explicitly seek to attract people with different backgrounds, perspectives, and experiences to our school. We therefore particularly welcome applications from people who are currently underrepresented in our team and in leadership positions.

## **Our Commitment to Safeguarding**

UWC Robert Bosch College is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening appropriate to the position, including provision of a Certificate of Conduct (police background check) and references from previous employers.

## **How to Apply**

If you are interested in contributing your financial and operational expertise, strategic perspective, and experience to our organisation, we would be delighted to hear from you.

Please send your application documents (CV, brief cover letter, and relevant references/certificates), including your earliest possible start date and salary expectations via e-mail by 11<sup>th</sup> October 2026 to: [career@uwcrobertboschcollege.de](mailto:career@uwcrobertboschcollege.de)

For any questions on the position, please contact:

Robert Bosch College UWC GmbH  
Wiebke Ehmann (HR)  
Kartäuserstr. 119  
79104 Freiburg  
Tel: +49 (0)761 70839-627