



Job description - Finance & Accounting Officer

We are looking for an experienced Finance and Accounting Officer to support our growth. The successful candidate will play a key role in structuring and optimising our financial management operations. By actively participating in the internalisation and improvement of our financial processes, you will contribute directly to the performance and development of the organisation on our three campuses.

The position reports to the Chief Financial Officer and is based on the Cité Universitaire Internationale campus in Paris.

About Forward College

Forward College is an innovative international higher education institution with campuses in Paris, Lisbon and Berlin. Forward College stands out for its personalised teaching approach, combining rigorous academic study (in partnership with the University of London) with individual leadership development and extensive international experience.

Forward College now has 45 employees and 215 students in 3 countries.

Joining Forward College means becoming part of a passionate team committed to fast growth, transforming education and training responsible leaders, in a dynamic, multicultural environment.

Key Responsibilities

- Overseeing the transition to in-house accounting and leading the implementation of an integrated SaaS-based accounting solution.
- Managing general and analytical accounting for the French entity, Forward College's European headquarters, including the preparation of annual financial statements and consolidation with campuses in Portugal and Germany.
- Handling supplier payments, student invoicing, and debt collection.
- Administering payroll for the French entity using dedicated integrated software.
- Preparing and filing tax returns and social security contributions.
- Supporting the enhancement of financial management, internal control processes, and the deployment of digital tools.
- Managing relationships with suppliers, government authorities, and external consultants.
- Serving as the financial point of contact for students on matters related to tuition fees and financial aid (in English).

Please note that these responsibilities are indicative and may evolve over time.

Your Profile

- Higher education in Accounting and Finance/Management (DCG, DSCG, Master CCA or equivalent).
- 3 to 5 years of experience in accounting and finance, or as a junior auditor within a Big Four firm, ideally with exposure to consolidation processes.
- Fluent in English (working within an international team)
- Strong interpersonal skills with the ability to engage effectively with students and colleagues across the three campuses.
- Rigorous, tech savvy, adaptable and well organised.
- Demonstrated intellectual agility, strong adaptability, and the ability to thrive in a dynamic organisation with a start-up and entrepreneurial culture.

Contract type: Permanent (CDI)

Salary: Based on experience

Start date: As soon as possible

To find out more about Forward College, visit our website: <https://forward-college.eu/>

Please send your application (CV + cover letter) to: hire@forward-college.eu and include "Finance position" in the subject line.