

Financial Analyst – French School of Seoul

Start Date: August 19, 2026

Location: Seoul, South Korea

The **Lycée Français de Séoul**, an institution accredited by the French Ministry of Education and operating under agreement with the **AEFE (Agency for French Education Abroad)**, is seeking a **Financial Analyst** to join its administrative and finance team. Reporting to the **Chief Financial Officer (CFO)**, the Financial Analyst ensures the reliability of financial data, supports accounting operations, and contributes to financial reporting, analysis, and cash management.

Key Responsibilities

Accounting, Financial, and Tax Management

- Maintain and process **general and analytical accounting** in compliance with internal policies, **Korean GAAP**, and regulations applicable to schools under Korean and French authorities.
- Monitor and control **data flows between operational systems** (invoicing, purchasing) and accounting software.
- Implement and enforce **expense control and validation procedures**.
- Review and verify accounting and tax transactions.
- Prepare **monthly and annual closings**, including reconciliations (revenue, balance sheet accounts, bank statements).
- Prepare **tax returns** and ensure regulatory reporting to Korean and French authorities.
- Serve as a **key contact for financial auditors**.

Financial Planning and Analysis

- Contribute to the **annual budgeting process**.
- Monitor financial performance (**actual vs. budget and forecasts**).
- Analyze financial and operational data to ensure consistency and accuracy.
- Support the CFO in preparing **financial reports for the Finance Committee, Management Board, and Headmaster**.
- Assist in developing **KPIs, dashboards, and financial management tools**.

Cash Management

- Monitor **cash flow** and prepare cash flow forecasts.
- Manage **banking relationships**.

- Prepare payment requests and disbursements via banking platforms and purchasing systems.

Operational and Administrative Support

- Assist teaching and administrative teams with **budget management and financial processes**.
- Train teams on the use of **administrative and purchasing tools**.
- Provide financial support for **school events and student-led projects**.

Systems and Continuous Improvement

- Develop and improve **financial reporting tools and dashboards**, including automation initiatives.
- Manage and optimize **administrative systems and cross-functional tools** (e.g., PaperCut and other management software).
- Contribute to **process improvements and cross-functional projects** across the organization.

Skills and qualities required

- **Language:** Fluency in Korean and English, and ideally good level in French
- **Technical competence:**
 - Excellent knowledge of accounting and financial regulations and procedures
 - Proficiency in general and analytical accounting, closing procedures, and financial statements.
 - Financial analysis, budget preparation, performance monitoring, and reporting
 - Knowledge of internal control procedures and legal obligations
- **Software competence:**
 - Advanced proficiency in Excel and ERP systems
 - Experience with accounting software (specific experience with ECOUNT is a plus)
- **Soft skills:**
 - Organized and thorough
 - Meticulousness in data collection and processing
 - Reliable
 - Strong analytical and problem-solving skills
 - Ability to organize and work under tight deadlines
 - Integrity and confidentiality
 - Ability to work collaboratively across departments

Profile:

- **Education:** Master in Finance, accounting, management control or auditing; additional certification (CPA) is a plus
- **Experience:** minimum 5 years work experience as a financial controller

Type of contract:

- Full time contract, 40 hours per week
- One-year fixed term contract, renewable once with the possibility of switching to a permanent contract after two years of fixed term contract.

Deadline for submitting applications: Tuesday, March 31th, 2026.

The application must contain:

- A resume
- A cover letter
- A copy of diplomas and qualifications
- Any document attesting or supplementing the skills and experiences mentioned
- A copy of an identity document (resident registration card and passport)
- An extract from the criminal record (or a copy of a document certifying that the request is in progress) – the job position being within a school.
- Priority will be given to candidates already holding a visa allowing them to work in Korea (F2, F4, F5, F6; F3 or E2 to be converted having 2 years of experience in the field of Education).

Application to be sent to recrutement@lfseoul.org