



## **Join Our ELABasel Family – Shape the Future with Us! Inspire. Educate. Empower.**

**Imagine entering a place where laughter, curiosity and learning are lived anew every day.**

The mission of ELABasel International School AG is to empower all children to embrace learning in a nurturing, family environment.

Offering the traditions and values of a British education, our community promotes respect for self and others, developing in children all the skills they need to thrive and succeed in a diverse and interconnected world.

Would you like to become part of our family? Full-time? We are looking for motivated reinforcement for our team from 1 August 2026 or by agreement.

### **Business Manager**

**Job start:** 1 August 2026

**Location:** Basel-Stadt

**Contract level:** 100%

**Contract term:** Permanent

#### **What are your responsibilities?**

- Prepare and issue invoices to school families accurately and in a timely manner
- Monitor accounts receivable and follow up on outstanding payments
- Receive supplier invoices and coordinate their submission to the external accounting department
- Develop, maintain, and present financial dashboards and periodic financial reports
- Liaise with local authorities and regulatory bodies as required
- Ensure compliance with financial and administrative regulations
- Provide financial insights and reporting to support Executive Committee decision-making
- Contribute to strategic discussions and institutional planning as a member of the Executive Committee

#### **Ideally, you should have the following:**

- The ability to work in a team and enjoy a multicultural environment
- Time management skills to prioritise tasks and meet deadlines
- Be reliable, trustworthy and punctual
- Be friendly and approachable with both children and adults. The successful candidate will need to undergo background checks for working with young people
- The ability to work independently to complete tasks
- A minimum C1 level of proficiency in both German and English (required)
- A solution-oriented approach, with the ability to identify, prioritise and resolve problems
- Competence with Google Workspace and comfort in an IT environment
- Work permit for Switzerland (required)
- Initiative, creativity and flexibility

**Qualifications:**

- Degree in Economics, Business Administration, Finance, or a STEM-related field
- Master's degree (MiM, MBA, Master in Management, Master in Finance, or similar) preferred
- Strong knowledge of financial reporting and accounting principles
- Advanced proficiency in Excel (required)
- Solid analytical and organizational skills with strong attention to detail

**What can you expect from us?**

- An experienced, friendly and well-coordinated team
- A central location in Basel
- Five weeks' holiday
- Opportunities for further training
- Regular internal training and further education
- Linguistic diversity and intercultural exchange
- Supplementary daily sickness benefit and accident insurance
- Internal and team events
- Fringe benefits

**What do we offer?**

Respect and appreciation are important to us. We see ourselves as a family, and every new team member becomes part of our ELABasel family. We want to grow and continuously improve our quality. That is why we promote further education and training and offer apprenticeships. We rely on long-term employment to ensure a strong and stable team.

**Are you ready to shape the future of children together with us? Then we look forward to receiving your application!**

Please send the following documents to [jobs@ela-basel.ch](mailto:jobs@ela-basel.ch):

- A completed [application form](#) (CVs can only be submitted together with a completed application form)
- PDF copies of relevant qualifications and certificates
- PDF copy of passport or ID and your work permit for Switzerland

Interviews take place online or directly with us in Basel.

ELABasel International School AG is a vibrant and lively international school that offers a family-like environment for children aged 3 months to 14 years. It is located in the heart of Basel, a cosmopolitan and growing city on the border with France and Germany. The school was founded in 1993 and celebrated its 30th anniversary in 2023. ELABasel is renowned and respected for the highest quality of childcare and teaching, small class sizes, a creative and dynamic curriculum based on the British National Curriculum, and a wide range of extracurricular activities and wrap-around care.

You can find more information about ELABasel on our website: [www.ela-basel.ch](http://www.ela-basel.ch)

*Please note ELABasel is committed to safeguarding and promoting the welfare of children and expect all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.*