



ACCOUNTS OFFICER

JERUDONG INTERNATIONAL SCHOOL invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the position of Accounts Officer.

The successful candidate will be responsible for, but not limited to, the preparation of bills and monthly reconciliations of accounts. He/she will be expected to assist with the annual stocktake and cycle count. This role reports to the Receivable Accounts Supervisor.

Requirements:

- Accounting qualifications such as CAT, ACCA or other recognised Accounting
- Diploma/Degree
- At least (3) three years of relevant experience in Accounting
- Computer literate
- Good communication and interpersonal skills
- Hardworking, able to work independently and a team player
- Works well under pressure to meet deadlines

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date: Friday, 23rd August 2019

Safeguarding

Jerudong International School is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

JOB DESCRIPTION

Accountable to: Accounts Supervisor

General Statement of Responsibilities:

- To generate advance billings for fees and non-fees and monthly late charges billing.
- To supervise and support the subordinate on billings for fees and non-fees and monthly late charges billing.
- To ensure the account statement to debtors are issued on time and accurately every month or as requested.

- To prepare the following reconciliation schedule by the 8th of every month:
 - between billing and attendance in SIMS
 - between billing and boarding house student list in SIMS
 - between billing and ILP/Learning Support List
 - between billing and bus list from the boarding house
 - instrumental fees income and the cost of instrumental lessons
 - ageing debtors list and General Ledger.
- To issue reminder letter and follow up with parents who have outstanding fees every month and ensure they pay the fees on time.
- To update and track school deposit every month.
- To support and review other staff's work on the issue of letters of confirmation for payment or billing as and when requested by parents or companies.
- To prepare parents school accounts reconciliation schedule as and when requested by parents.
- To prepare account schedule for the following account by the 20th of every month **on time** for the Supervisor, Accountant and Business Director to review:
 - 331-0000; 390-0000; 405-0000, 420-0000 until 420-5000; 440-0000 until 450-0000;
 - 500-0000 until 500-9999; 540-0000 until 597-0000
 - Sales reconciliation between retail sales and POS
- Other tasks as specified from time to time by the Supervisor, Accountant or Business Director.
- To participate in the school shop stock take.
- To prepare the reconciliation on the Ministry's account with the statement of account in Autocount and remind parents who have not applied for the education allowance to submit their application.
- To calculate the outstanding fees for leavers and supply the information to the Supervisor so that the information can be given to Admissions for the withdrawal acknowledgement letter.
- To undertake the adjustments on school deposits of the leavers and ensure deposit transfer to sibling is accounted accurately.
- To ensure the accounts staffs have updated the receipts on time and update the corporate accounts accordingly.
- To prepare claim letters such as certificate of enrolment or BSP placement letters for parents.