



## JOB DESCRIPTION

**Position:** Accounts Officer (AP)

**Accountable to:** Accounts Supervisor

### GENERAL STATEMENTS OF RESPONSIBILITIES (SUBJECT TO CHANGE AND DEVELOPMENT):

- General communication between parents, students and teachers.
- To check and process entry posting for local AP creditors. All current month posting must be completed by the 5<sup>th</sup> of the following month to facilitate monthly account closing.
- To prepare payment and complete AP payment cycle by the 23<sup>rd</sup> of each month or prior to school breaks if it coincides with the school breaks.
- To follow up and acquire suppliers' statements on a regular basis, and to prepare reconciliation between supplier statement and creditor balance in the accounts payable on time.
- To liaise with supplier's Accounts department on discrepancy between supplier statement and school records.
- To ensure supporting documents are well collated and filed with the payment vouchers.
- To maintain a separate file for creditors account statements.
- To process and ensure staff payroll reimbursement by payroll are signed timely and forward for submission before the 5<sup>th</sup> of each month as per advised.
- To process Cash advance for school trips or activities and prepare reconciliation, entry posting for expenditure to be reviewed and approved by the Accountant and Business Director.
- To maintain timely records on foreign currencies that tally with General Ledger records and the actual currencies kept in safe.
- To prepare and analyse Account schedules for the following accounts for timely submission.
  - 311-1800
  - 311-1900
  - 311-1950
  - 350-0060
  - 350-0065
  - 536-1100 until 536-1340
  - 536-2000 until 536-2200
  - 536-3110 until 536-3180



- 536-4180 until 536-4200
- 536-6100 until 536-6200
- 536-6300
- To respond to work related email promptly or not later than one working day.
- To participate in the school shop stock take and cycle count.
- To manage Accounts mailbox during the school holidays or in the absence of staff on duty.
- Other tasks as specified from time to time by the Accounts Supervisor, Deputy Head of Finance, Head of Finance or Business Director.



## PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma and above in related field</li> </ul>	<ul style="list-style-type: none"> <li>• Other professional qualifications</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Prior work experience in similar post</li> <li>• Proficient ICT user</li> <li>• Excellent administrative skills</li> <li>• Good attention to detail</li> <li>• Proficient in English</li> </ul>	<ul style="list-style-type: none"> <li>• Other work experience within an office/admin environment</li> <li>• Competence in Chinese and Malay languages</li> <li>• Understanding of safeguarding and child protection policies and practices</li> <li>• Valid driving licence</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Well organised and work within deadlines</li> <li>• Good interpersonal and communication skills</li> <li>• Form and maintain excellent effective relationships with all in school</li> <li>• Ability to work independently and a good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations/ability to speak to groups</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use initiative</li> <li>• Caring, positive, honest and open</li> <li>• Respect and awareness for confidentiality</li> <li>• Ambitious and willing to learn</li> <li>• Self-motivated and energetic</li> <li>• Dedicated and hard working</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to maintain a professional manner under pressure</li> <li>• Proactive in self-development</li> </ul>