



JOB DESCRIPTION

Position: Senior Accounts Officer (AR)

Accountable to: Deputy Head of Finance

Subordinates: Accounts Assistant / Accounts Clerk

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

- To develop and supervise the subordinates on billings for fees, non-fees and monthly late charges.
- To ensure the account statement to debtors are issued on time and accurately every month or as and when 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 and hire.
 - ageing debtors list and General Ledger.
- To issue monthly reminders to parents in the form of letters regarding outstanding fees, and follow up to ensure payments are made on time.
- To monitor and update school deposits every month, undertake the adjustments of the leavers and if applicable, ensure the deposit transfer to a sibling is accounted for accurately.
- To update billing set up and import parents and students information from SIMS to Autocount regularly.
- To support and review other colleagues' work on the issue of confirmation for payment and billing as and when requested by parents or companies.
- To prepare parents' school accounts reconciliation schedule as and when requested.
- 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 applications.
- To calculate the outstanding fees for leavers and provide the information to the Admissions office for the issuance of withdrawal acknowledgement letter.
- To ensure accounts colleagues have updated the receipts on time and update the corporate accounts accordingly.



- To supervise and monitor the subordinates on Campus Card System and ensure reconciliation is completed on time every month.
- To prepare timely account schedule for the following account by the 20th of every month for the Head of Finance and Business Director to review:
 - 331-0000
 - 390-0000
 - 405-0000
 - 420-0000 until 420-4000
 - 440-0000 until 450-0000
 - 500-0000 until 500-9999
 - 540-0000 until 597-0000
 - Sales reconciliation between retail sales and POS
- To participate in the school shop stocktake and cycle count.
- Other tasks as specified from time to time by the Deputy Head of Finance, Head of Finance or Business Director.



PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

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