



## JOB DESCRIPTION

**Position:** Accounts Officer (AR)

**Accountable to:** Deputy Head of Finance

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

- To issue fees and non-fees invoices and credit notes.
- To prepare account statements to debtors every month, or as and when requested.
- To prepare reconciliation between billing and attendance by the 8<sup>th</sup> of every month.
- To prepare reconciliation between billing and boarding house student list in SIMS by the 8<sup>th</sup> of every month.
- To prepare reconciliation between billing and ILP/Learning Support List by the 8<sup>th</sup> of every month.
- To prepare reconciliation between billing and Boarding House student list for bus based on the list provided by Boarding House by the 8<sup>th</sup> of every month.
- To generate late charges billing every month.
- To review ageing debtors list every month and reconcile with the General Ledger.
- To ensure parents settle outstanding fees by due dates.
- To update and track school deposits every month.
- To update billing set up in order to generate accurate billing.
- To issue letters of confirmation for payment or billing upon request by parents or companies.
- To integrate parents and students information from SIMS to Autocount.
- General communication between parents, students and staff.
- To prepare school accounts reconciliation schedule upon request by parents.
- To update revenue dashboard by the 7<sup>th</sup> of every month.
- To prepare account schedule for the following account by the 20<sup>th</sup> of every month:
  - 331-0000
  - 390-0000 until 395-0000
  - 420-0000 until 420-4000
  - 440-0000 until 450-1100
  - 450-1060
  - 500-0000 until 500-9999
  - 540-0000 until 597-0000



- To support other accounts staff on fees enquiries.
- 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
<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>