



JOB DESCRIPTION

Position: Accounts Assistant (Campus Card/AR)

Accountable to: Accounts Officer

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

- General communication between parents, students, staff and guests.
- To assist, record and resolve complaints or reports on Campus Card System (CCS) including campus cards and wristbands.
- To issue and record temporary cards or guest cards.
- To issue and keep track of new or replacement campus cards and wristbands.
- To make adjustments on campus accounts, including but not limited to, temporary cards, guest cards, and sales at the canteen and school shop.
- To issue receipts for payments received via bank transfer for fees and campus card top-ups, and to email to the payers on a timely basis.
- To check campus accounts on both campus purse and supplementary purse including recharges, disbursements and billings from catering contractors.
- To monitor and record daily vendor sales reports and vendor online meals order reports from the CCS.
- To submit daily sales reports and monthly sales reports to the management.
- To ensure the restriction list for the canteen is accurate and up to date.
- To participate in the school shop stocktake and cycle count.
- To photocopy, scan and upload digital documents, and to file documents such as reports, invoices and receipts as and when required.
- To perform duties as assigned by the Food Services Supervisor and other tasks as specified from time to time by the Line Manager. Related duties include monitoring of temporary cards, manual logbook usage and to upload menus on Campus Card System and Firefly.



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