

1. OVERVIEW

- 1.1. The Accounts Executive is appointed by the Business Manager and reports to the Finance- Head
- 1.2 All Executives employed by the school have professional responsibilities to themselves, to the institution, to their colleagues and to the wider school community.
- 1.3 Accounts Executive is a full time employee of Stonehill International School.

2. EXPECTATIONS

As an Executive working in an international school, it is expected that an executive will:

- 2.1. Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Head-Finance and the Business Manager.
- 2.2. Be aligned with and promote the School's vision, mission, identity, and core values.
- 2.3. Keep abreast of the competencies and skills required of the position.
- 2.4. Communicate effectively with all school constituencies as appropriate.
- 2.5. Maintain an effective working relationship with colleagues, Co-ordinators, Heads of Departments and members of the Educational Leadership Team.
- 2.6. Be familiar with the operational practices and expectations of the school.
- 2.7. Adhere to the school policies and guidelines.
- 2.8. Respect and treat all colleagues equally and work collaboratively and constructively with colleagues;
- 2.9. Conduct themselves with decorum and respect confidentiality;
- 2.10. Attend all the meetings as per the requirement of the Head-Finance and Business Manager

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Accounts Executive include:

- 3.1. Invoicing to parents and corporates as per fee policy and Schedule of Fees
- 3.2. Posting of all Receipt entries in SAP
- 3.3. Processing of student security deposits
- 3.4. Responses to parents and corporates email within defined TAT
- 3.5. Support statutory & Internal audits with required information.
- 3.6. Reconciliation of Student GL, Advance received from customer GL, etc.
- 3.7. Preparation of periodical receivable report as required by the Head of Finance
- 3.8. Deferred revenue accounting in SAP on a monthly basis
- 3.9. Revenue reconciliation on a monthly basis
- 3.10. Billing to staff based on transport services
- 3.11. Billing and accounting of Field trips and events, Tournaments, Music and any other events.

The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Head of School at any time in response to the changing needs of the school.