



POSITION: Finance and Accounting Manager
CAMPUS/DIVISION: School Wide/Business Office
REPORTS TO: Head of Finance
JOB OPENING: 31 January – 28 February 2023

PURPOSE:

Under the supervision of the Head of Finance, the Finance and Accounting Manager will be responsible to manage all activities relating to accounting, tax, accounts payable, resource center and contract management.

QUALIFICATIONS AND EXPERIENCES

1. Minimum a bachelor's degree from an accredited institution with a major in accounting.
2. Minimum 10 years working experiences of which 5 years in top 4 audit firms and a minimum of 3 years as an Accounting Manager.
3. Demonstrated experience in using Finance/Accounting Software System or ERP system.
4. Demonstrated proficiency in using Microsoft Office (Word, Excel and Power Point) and Google Application
5. Demonstrated ability to communicate effectively in English and Indonesian
6. Demonstrated knowledge of Finance, Accounting, Budgeting, Auditing, Taxation, Warehousing, GAAP and internal control principles.
7. Proven ability in managerial skills.
8. Demonstrated strong ability in leadership, project management, coaching & mentoring, and organizational skill
9. Demonstrated outstanding personal with strong communication skills
10. Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
11. Ability to treat sensitive issues in confidential manner
12. Ability to work independently and collaboratively with the team to achieve common objectives
13. Detail-oriented and has a high level of initiatives
14. Strong ability in analytical thinking and able to work under pressure.
15. A clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Manages and reviews financial reporting requirements from internal and external parties
2. Manages, organizes, supervises, and coordinates all accounting, tax and finance activities.
3. Manages financial, tax and other financial related audits.
4. Cooperates with the Budget Team in generating, monitoring, and analyzing the variance reports against budget.
5. Manages, monitors and controls the Resources Centre (including the book depository activities) to ensure the availability of maintenance supplies and educational related books.



6. Implements all necessary controls and procedures to safeguard the assets of the school.
7. Manages and reviews all payment related documents.
8. Develops or improves the finance/accounting business processes, policies and procedures, including the reporting processes.
9. Manages, coordinates and reviews all taxes calculation, payment, and reports to ensure compliance with the government regulation.
10. Prepares the tax planning based on the school's financial results and budget.
11. Prepares, reviews and finalizes all procurement related contracts on timely manners in accordance with the school's policies.
12. Coaches and develops the finance and accounting team.
13. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
14. Performs other related duties and assumes other responsibilities as assigned the Head of Finance or CFO, including and not limited to other projects when deemed necessary.

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id.