

## **Job Description: Esol Education Fairgreen International School Accountant**

*Please note that this job description is intended to be an accurate reflection of the job requirements. Management reserves the right to modify, add or remove duties and to assign duties on a day-to-day basis as necessary.*

### **General Purpose**

The Accountant will support the accounts department in invoicing & collection of fees, payments to suppliers and keeping all accounting records fully updated. The Accountant will work closely with all departments of the school that may advise a charge on the student (example: uniform, music, transportation, exams etc.) and ensure that these charges are accurately reflected in the student records and collected from the parents.

### **Main Tasks and Responsibilities**

- Fee Invoicing, collection, and timely follow-up of unpaid fees.
- Assisting parents & replying to their inquiries.
- Oversee processing of payments to suppliers.
- Reconcile accounting records with bank & other payment platforms.
- Updating accounting records and monthly closing of books.
- Preparation of periodic Inhouse Financial Statements.
- Preparing schedules & assisting external auditors during annual audit.
- Assist in preparing the budgets & cashflow projections.
- Preparation and submission of Tax Return.

Signed on: \_\_\_\_\_ (Date)

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Accounts Manager

\_\_\_\_\_  
Fairgreen HR

**March 2023**