



Job Description

Position: Accounts Officer (AR)

Accountable to: Deputy Head of Finance

Your Professional Duties: To develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication

Leadership

Thinking

Integration

Engagement

Resilience

General Statement of Responsibilities

- Facilitate general communication between parents, students, staff and guests regarding the campus card system.
- Respond to emails and provide solutions to issues related to campus card system and canteen orders.
- Manage all aspects of the Campus Card Programme, including recording and preparing campus accounts.
- Issue wristbands and campus cards to students, temporary cards and guest cards as needed.
- Review accounts, balance systems, issue meal values to the boarders' campus card.
- Perform monthly campus purse reconciliation and provide analysis and other card-related services.
- Update information on Firefly and SIMS related to the Campus Card System.
- Ensure boarding house, canteen and cafe menus are uploaded in the campus card system and publish menus for online order and on Firefly.
- Work collaboratively with off-campus service providers, Help Desk and contractor technicians on system updates and upgrades including POS Machine, KIOSK Machine and campus system upgrades.
- Calculate initial top-up amounts for the whole academic year for boarders and scholars under Ministry arrangement.
- Assign purses, manage top-ups, check balances, review usage and generate reconciliation reports and analysis reports.
- Work closely with the School Shop, Library, Accounts, Boarding house and Catering Contractors to ensure proper accounting and control over cardholder funds.
- Manage deposits, disbursements, fund transfers and check invoices from catering contractors and the Parent Cafe.

- Raise and send e-invoices to customers for campus card top-ups, new or replacement wristbands and campus cards.
- Participate in the school shop stock take and cycle count.
- Photocopy, scan and upload digital documents; file documents such as reports, invoices and receipts as required.
- Generate reports from the Campus Card system upon request, including reports for the Food Supervisor.
- Assist the Food Supervisor with issues related to publishing the boarding house menu on Firefly.
- Perform other tasks as specified from time to time by the Line Manager, Senior Accounts Specialist, Head of Finance and Business Director.

PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Education and 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 ● Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> ● Ability to maintain a professional manner under pressure ● Proactive in self-development