



Job Description

Position: Accounts Officer (AP)

Accountable to: Accounts Supervisor (Payable)

General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Role Overview: To provide Accounts support to Accounts Supervisor (Payable), Deputy Head of Finance, Head of Finance or Business Director.

Key Roles (subject to change and development)

A. Communication and Coordination

1. To facilitate general communication between parents, students, and teachers.
2. To respond to work-related emails promptly or not later than one working day.
3. To manage Accounts mailbox during school holidays or in the absence of staff on duty.

B. Financial Management and Reconciliation

1. To prepare Bank Reconciliation before the 8th of the month (SCB-USD).
2. To process and ensure staff payroll reimbursement by payroll are signed timely and forwarded for submission before the 5th of each month as per advised.
3. To assist budget transfer entry, analyze budget spending reconciliation.
4. To assist in obtaining AR/AP Intercompany Balance Confirmation after each month-end closing.
5. To prepare and monitor the Prepayment schedule monthly by the 8th of the month.
6. To prepare and analyze Account schedules for timely submission:
 - (1) Schedules for Balance Sheet by 8th Monthly
 - (2) Schedules for PnL by periodic submission by the 25th of the month.

C. Vendor and Banking Management

1. To review banking details for new vendors or details updating for existing vendors in the ERP system and process bank beneficiary creation for payment via bank transfers.

D. Financial Planning and Reporting

1. To compile information on fees comparison between different international schools.

E. Administrative Support

1. To review/approve Petty Cash requests.
2. To process transfer entry for POS Faculty Ledger and to reset balances at the end of each financial year.

F. Child Protection Responsibilities

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the designated Child Protection Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the School Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Child Protection Lead, the Deputy Designated Child Protection Lead must be contacted. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff available.

G. Others

1. Other tasks as specified from time to time by the Accounts Supervisor (Payable), Head of Finance, or Business Director.

Accounts Schedule list:-

- Note: Account Schedules listing to be advised

PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT 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 ● 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