

POSITION: Finance and Accounting Manager  
REPORTS TO: Head of Finance  
CAMPUS: School Wide/Business Office

#### PURPOSE

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

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

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

#### DUTIES AND RESPONSIBILITIES

- Manages and reviews financial reporting requirements from internal and external parties
- Manages, organizes, supervises, and coordinates all accounting, tax, and finance activities.
- Manages financial, tax, and other financial-related audits.
- Cooperates with the Budget Team in generating, monitoring, and analyzing the variance reports against the budget.
- Manages, monitors, and controls the Resources Centre (including the book depository activities) to ensure the availability of maintenance supplies and educational-related books.
- Implements all necessary controls and procedures to safeguard the assets of the school.
- Manages and reviews all payment-related documents.
- Develops or improves the finance/accounting business processes, policies, and procedures, including the reporting processes.
- Manages, coordinates, and reviews all tax calculations, payments, and reports to ensure compliance with government regulations.
- Prepares the tax planning based on the school's financial results and budget.
- Prepares, reviews, and finalizes all procurement-related contracts in a timely manner in accordance with the school's policies.

- Coaches and develops the finance and accounting team.
- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the Head of Finance or CFO/COO, including, and not limited to, other projects when deemed necessary.

TO APPLY

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

## **Safe Recruitment Statement**

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### **Our recruitment process includes:**

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### **Child Safeguarding Policy**

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.