

POSITION: Senior Accountant  
REPORTS TO: Finance and Accounting Manager  
CAMPUS: School Wide/Business Office

#### PURPOSE

Reporting to the Finance and Accounting Manager, the Senior Accountant is responsible to assist the Finance and Accounting Manager to coordinate the accounting team and improve the accounting system and financial reporting.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree holder in Accounting
- 5 years' experience in the related field
- Demonstrated experience in using Finance/Accounting Software System
- Demonstrated fluency in written and spoken English
- Demonstrated experience using Microsoft Office (Word, Excel and Power Point) and Google Application (Google Drive, Google Sheet, Google Email)
- Outstanding personal communication skills
- Team player, conflict resolution skills, good interpersonal and organizational skills
- Proven ability to set priorities and schedule duties and assignments
- Proven ability to perform duties with speed and accuracy without immediate and constant supervision
- Proven ability to maintain confidentiality of information
- Successful experience in collaborating with others, working in team and liaising with other departments
- Able to work beyond office hours or during weekends/holidays (if needed)
- Clear commitment to Child Protection, safety, service learning and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

- Maintain and responsible for the accounts assigned to him/her and make sure the balance for each account is accurate.
- Assist the Finance and Accounting Manager in preparing and updating the budget
- Assist other accounting staffs for their daily tasks when needed
- Prepare the monthly financial report and forecast, including the analysis.
- Make sure all reconciliation and accounting controls are in place
- Coordinate the accounting/other related team in preparing the balance sheets reconciliation and analyze the data.
- Assist the Finance and Accounting Manager in reviewing the financial statements
- Liaise with auditors and coordinate with other team members/departments for the data requested
- Improve the accounting system, process and policy
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- Perform other related duties and assume additional responsibilities as assigned by the Finance and Accounting Manager, including participation in school activities or events and attendance at workshops organized by JIS.

#### 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.