



JERUDONG INTERNATIONAL SCHOOL

TEMPORARY DEPARTMENTAL ASSISTANT (ACCOUNTS)

JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified candidates to apply for the position above.

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find full details of the posts or scan the QR code. Please ensure that your CV includes a recent photo and full contact details (including email address) of three professional referees.

The closing date for applications is **Friday, 10th April 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Tuesday, 5th May 2026**, can assume that on this occasion they have been unsuccessful and are sincerely thanked by the School for their interest.

The successful applicant must be available to commence employment in **August 2026**.

Safer Recruitment

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful applicants must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

As part of the safe recruitment procedure, we will require the following information prior to starting work at JIS:

- Up-to-date police records
- Three references, one of which must be from the current employer.
- Please be aware that applicants may be subject to a social media and online search.

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JOB DESCRIPTION

Position: Temporary Departmental Assistant (Accounts)

Accountable to: Senior Accounts Officer, Senior Accounts Specialist and Head of Finance

GENERAL STATEMENT OF RESPONSIBILITIES

Mission

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.

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Key Roles (subject to change and development):

A. Communication and Support

1. Facilitate general communication between parents, students, staff and guests regarding the campus card system and payments.
2. Respond to emails and provide solutions to issues related to campus card system and canteen orders.

B. Campus Card Management

1. Issue wristbands and campus cards to students, temporary cards and guest cards as needed.
2. Deliver wristbands to the Junior School Office or Visitor Centre as needed.
3. Checking manual logbook on a daily basis and perform adjustments every week.

C. Financial Administration & Accounts Management

1. Collect cash from KIOSK machines located within campus every school day as per scheduled
2. Prepare official receipts daily and perform adjustments by sales journal as required.
3. Perform stock adjustments for new students and stock variances when required.
4. Perform checking of Internal Daily Inventory Checklist from JIS and Panaga.
5. Support Panaga Faculty purchases and email internally for the transfer of funds upon approval from budget holder(s).
6. Assist on preparing item selections for the March and July stocktakes/cycle counts.
7. Prepare accounts schedules by 5th of each month and to maintain accuracy and completeness :
Billed in Advance - Text Books
Fee – Student Resources

D. Technical / IT Support

1. Assist the Food Supervisor with the canteen menu and check food allergens.

E. Reporting Analysis

1. Generate reports from the Campus Card system upon request.

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F. Administrative Tasks

1. Assist on preparing invoice attachments from catering contractors and the Parent Cafe on a monthly basis.
2. Participate in the school shop stock take and cycle count.
3. Photocopy, scan and upload digital documents; file documents such as reports, invoices and receipts as required.
4. Generate parent code in Business Central 365 and input parent code in SIMS after checking data fields in SIMS
5. Assist on ticket sales as when required.

G. Shop Online Orders

1. Creation of JotForms for school shop stationery pack online orders

H. Others

1. Perform other tasks as specified from time to time by the Line Manager, Senior Accounts Specialist and Head of Finance

Child Protection Responsibilities

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the Designated Safeguarding 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 JIS 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 Designated Safeguarding Lead, the Deputy Safeguarding 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.

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PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT STAFF (Temporary Departmental Assistant (Accounts))

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

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