

**POSITION:** Junior Finance and Accounting Manager

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

#### PURPOSE

The Junior Finance and Accounting Manager supports financial operations, particularly for the JIS Academy and Community Sports (JACS) program, including budgeting, revenue management, reporting, and financial compliance. Reporting to the Finance Manager and working closely with the Head of JACS, this role helps ensure accurate financial reporting, strong internal controls, and effective financial planning for a dynamic revenue-generating program.

JACS, part of Jakarta Intercultural School (JIS), provides after-school activities, sports programs, summer activities, and community programs for both JIS and non-JIS participants. Through a wide range of academic, arts, fitness, aquatics, and sports activities, JACS supports students' physical, intellectual, creative, and social-emotional development while promoting lifelong learning, well-being, teamwork, and community engagement.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Accounting, Finance, or related field
- Minimum 10 years of experience in finance or accounting
- Strong skills in budgeting, financial analysis, forecasting, and reporting
- Familiar with accounting systems and financial management software
- Understanding of tax compliance and audit processes
- Experience in invoicing, revenue tracking, and reconciliations
- Fluent in written and spoken English
- Strong communication and stakeholder management skills
- Able to work independently and collaboratively across departments
- Strong attention to detail and commitment to professional standards
- Commitment to Child Safeguarding

#### DUTIES AND RESPONSIBILITIES

- Support budgeting, forecasting, and financial planning activities
- Monitor budget utilization and analyze variances
- Support vendor contract and payment administration
- Oversee revenue recording, invoicing, collections, and reconciliations
- Prepare monthly and annual financial reports
- Maintain accurate and audit-ready financial records
- Support audit and compliance processes
- Ensure compliance with JIS financial policies and procedures
- Monitor financial controls and identify potential risks
- Provide financial information and support to JACS leadership
- Support the financial aspects of JACS's activities and events
- Promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting
- Perform other related duties as assigned

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)

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# 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.