JERUDONG INTERNATIONAL SCHOOL

ACCOUNTS ADMINISTRATOR

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, 20th November 2026**, although early applications would be most appreciated.

Applicants who have not been contacted by **Friday, 11th December 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 **January 2027**.

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.

JERUDONG INTERNATIONAL SCHOOL

JOB DESCRIPTION

Position: Accounts Administrator

Accountable to: Senior Accounts Specialist

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 teachers to demonstrate these values themselves, with colleagues and with the students.

JERUDONG INTERNATIONAL SCHOOL

Key Roles (subject to change and development)

A. Payment Processing and Reconciliation

1. Issue official receipts for payments from students or parents and seek email confirmation from parents for breakdown of unknown payments made by bank transfers, if required.
2. Reconciliation of the payment and spending items for school trips, activities and liaising with the insurance company for overseas trips and reimbursements.
3. Ensuring the completeness of posting in daily banking by cash, direct transfer, campus card and report on any unknown payments.
4. To update the payroll deduction on fees in the system for JIS and Panaga School.
5. To reconcile reports for photographs AZZ999 (0601-1000).
6. Preparation and maintenance of staff payroll deduction listings, acting as backup support in the absence of the Senior Accounts Officer.
7. Preparation of updated CCA listings for Human Resource purposes.
8. Completion of assigned schedules by the 8th of every month.
9. Banking in cash in hand during the school holidays in a timely manner.

B. Communication and Coordination

1. General communication between parents, students and teachers.
2. Prepare and supply after school activities or trips payment list to teachers as and when requested.
3. Supporting other accounts staff on fees enquiries and issuance of official receipts.
4. Ensuring that parents are notified immediately whenever a cheque is returned unpaid, so that replacement payment can be collected promptly via cash, direct transfer, or reissuance of cheque.
5. Check and reply to the account's mailbox on time during the school holidays or in the absence of staff who are on duty.
6. Sending receipts by email for payment made by direct transfer on a daily basis.

C. Cash Management and Bank Liaison

1. Witnessing of cash counting prior to scheduled bank deposits and coordinating effectively with Aegis on security pouch collection schedules to facilitate timely and secure deposits.
2. Manage the collection of payments for shop and kiosk sales on alternate days and verify that all official receipts are issued accurately and promptly.
3. Supporting and assisting on cash exchange for the shop during the peak period of the shop.

D. Shop Operations and Record Keeping

1. Maintaining a school shop checkout daily record.
2. Participate in the school shop stock take and cycle count.
3. Be in the school shop on alternate days during schooling days from 7.00 a.m. to 15.30 p.m. for fees collection or as and when redirected by the Head of Finance.

E. Reporting and Administrative Tasks

1. To report immediately any irregular payments or omission of certain invoices during the batch payments especially from the corporate companies.

F. Others

1. Other tasks as specified from time to time by the Head of Finance or the Senior Accounts Specialist.

Accounts Schedule list:-

By the 8th of every month:

- 0601-6000 - Other Creditors-Student Visa & Others
- 0608-3000 - Instrumental Deposits
- 0610-5000 - After School Care Billed in Advance
- 0610-5010 - Gecko Billed in Advance
- 1105-1000 - Fee-Application
- 1105-5000 - Fee-After School Care Club
- 1105-5500 - Fee-Gecko
- 1501-1000 - Income-Rental-Arts Centre
- 1501-2000 - Income-Other Rental
- 1502-1000 - Other Income-Late Charges
- 1502-2000 - Other Income-Clearing
- 1502-3000 - Other Income-Miscellaneous
- 1502-5000 - O/Income-New/Replacement Cost for Campus Card/Wristband
- 1502-6000 - Other Income-Tender Fee
- 1502-7000 - Other Income-Online Admin Fee

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.

JERUDONG INTERNATIONAL SCHOOL

PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND SUPPORT STAFF (ACCOUNTS ADMINISTRATOR)

Criteria	Essential	Desirable
Education and Qualifications	• Diploma and Degree in Accounting, Finance, or a related discipline	• Part-qualified ACCA, CPA or equivalent
Knowledge and Experience	• Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English	• Other work experience within an office/admin environment • Experience supporting annual financial audit is an advantage • Experience using ERP system • Valid driving licence
Professional Skills	• Excellent analytical and numerical skills • High level of accuracy and attention to detail • Strong organisational and time management skills • Good interpersonal and communication skills • Proactive and continuous improvement mindset • Ability to work independently and collaboratively	• Experience of delivering presentations/ability to speak to groups
Personal Qualities	• Caring, positive, honest and open • Respect and awareness for confidentiality • Willing to learn • Self-motivated and energetic • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam	• Ability to maintain a professional manner under pressure • Proactive in self-development