

## JOB DESCRIPTION

### Main tasks and duties of an Accounts Officer

#### Job Scope

We are currently seeking an experienced Accounts Officer to join our team. The ideal candidate will be responsible for managing and maintaining accounting records, analyzing financial data, and ensuring company finances are accurate and up to date. This position reports directly to the Finance Manager

#### Safeguarding Statement

All staff working at SISD will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the students is to adhere to and always ensure compliance with the school's safeguarding policies and procedures. The post holder is required to declare all convictions and cautions (including those which are "spent") to assess their suitability to work with children. SISD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks.

#### Main Duties and Responsibilities

This not an exhaustive list of duties/responsibilities. The responsibilities outlined may be modified by the Head of Marketing & Admissions, upon mutual agreement, to reflect or anticipate changes in the role:

- Liaise with Finance manager to approve payments
- Manage procurement requests for teaching resources
- Manage PO approvals against spend & Budget
- Follow-up on accounts receivables and assist on school fee collection
- Reporting on Creditor Aging; outstanding liabilities; VAT
- Month end closing and follow up on supplier invoices
- Filing of payment vouchers, Petty cash and credit card transactions
- Prepare depreciation schedules for all fixed assets, and reconcile accumulated depreciation
- Assist with the monthly management account reporting
- Prepare balance sheet reconciliations
- Maintain Prepayments schedule
- Document policies, procedures and workflow for assigned areas of responsibility

- Timely and accurate processing and posting of purchase invoicing and payments
- Complete bank account reconciliations
- Perform other accounting, financial, or administrative tasks as may be required from time to time and on short notice by the management team.

#### **Person Specifications**

- Bachelor's degree in accounting or finance
- Minimum 2 years' working experience, within the education sector desirable.
- Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures.
- Excellent time management skills and flexibility in dealing with multi-functional tasks
- Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure
- High level of integrity
- Excellent attention to detail
- Excellent time management and organizational skills

#### **Key Relationships**

**Internal** – Staff

**External** – Parents, Students, Third party providers/agencies