



## **Bromsgrove International School**

### **Job Description – School Accountant**

*Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.*

#### **Reports To:**

Senior Accountant

#### **Times of Duty:**

Monday to Friday 7.30 a.m. to 4.30 p.m.

#### **Minimum Qualifications:**

- Bachelor's degree in Accounting
- At least 3 years relevant work experience
- Knowledge of computerized accounting systems.
- Strong service orientation.
- Good command of English
- Strong interpersonal and communication skills

#### **Major Responsibilities:**

- Responsible for invoicing, cash receipts, payments and up-to-date maintenance of the school accounting system
- Prepare credit control reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Comply with accounting policy and control procedures.
- Responsible for following up payments from parents/customers
- Inventory of school supplies, resources, uniform, promotional materials etc
- Assist the Senior Accountant in production of monthly financial reports.
- Recommend, develop and maintain financial data bases and manual filing systems.
- Interact with internal and external auditors in completing audits.
- Inventory of school supplies, resources, uniform, promotional materials etc

***Required Competencies:***

- Customer and Market Focus  
Ability to diagnose and anticipate parents and students needs and expectations and to quickly respond to them.
  
- Analytical Thinking and Problem Solving  
Ability to identify problems, determine how to solve problems, evaluate alternatives, assess risk, and make timely decisions.
  
- Office Equipment Expertise  
Ability to use office equipment to perform tasks; skill at teaching others how to use equipment; skill in a variety of office techniques (e.g., typing, data entry).
  
- Communication  
Ability to clearly convey ideas orally and in writing, and to listen to and understand what others are saying. Ability to provide feedback and follow up where necessary.
  
- Business Writing Skills  
Ability to compose business letters; respond to inquiries in writing; skill in use of appropriate business terms to achieve desired results.
  
- Computer and Software Proficiency  
  
Ability to use relevant software; computer literate; ability to integrate various software to meet office needs.
  
- Scheduling and Coordinating  
Knowledge of others' plans and schedules; skill in coordinating functions and ensuring desired results; ability to prioritize and make decisions; ability to do multiple tasks and support several people at once.

***Date Issue: February 2010***