



BROMSGROVE
INTERNATIONAL SCHOOL
THAILAND

Bromsgrove International School
Job Description – Accounting Officer

<u>Job Title</u>	Accounting Officer
<u>Job Summary</u>	Responsible for the payment process of the School others as assigned
<u>Reports To</u>	<i>Deputy Head of Finance & Accounting</i>
<u>Times of Duty</u>	Monday to Friday 7.30 am to 4.30 pm. Occasional weekend/holiday work required. (Pls see details in Staff Handbook)

Job activities and Responsibilities

Performs the following duties in accordance with BIST Accounting Policies and Procedures

1. Issues tuition and boarding fees, meals, transport and other miscellaneous invoices periodically in accordance with the published schedule and the data base of students and fees provided by Admission Department.
2. Issues receipts for all money received by cash, cheque, bank transfer and credit card.
3. Prepares a daily summary of receipts by cash , cheque, bank transfer and credit card.
4. Prepares the pay-in slip and the Banking report daily or timely manner and liaise with messenger/driver to bank the cash and cheques.
5. Prepares Receipt Voucher for each pay-in slip and enter into the Sage accounting system on timely manner
6. Safe custody of cash and cheques.
7. Issues monthly statements to parents, provides a credit control reports and initiates follow up for payments from parents.
8. Any assignment from supervisor.

Minimum Qualifications

- Bachelor's degree in Accounting or relevant experience
- Newly graduate or at least 1 year relevant work experience
- Knowledge of computerized accounting systems.
- Strong service orientation.
- Good command of English
- Strong interpersonal and communication skills

Required Competencies

- Accounting
Good knowledge of accounting theory and practice
- 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.

Update Date: Jun 23'17
By Mint