



Announcement Description

Established in 1997, Northbridge International School Phnom Penh, is one of the leading IB Schools in the region. The school currently caters for students aged 2 -18 through our IB continuum programmes - the PYP, MYP and DP.

Northbridge is part of the Nord Anglia Education family of schools which is the world's leading premium schools organization. As a fast-paced growing family of more than 50 international schools located in China, Europe, the Middle East, South East Asia and North America, NAE provides an outstanding education for over 45,000 students from preschool through to the end of their secondary education. Our schools are united by one philosophy—we are ambitious for our students, our people, and our family of schools. This means that we want every student to achieve more than they ever thought possible, which we ensure through personalized learning enhanced by unique global opportunities.

Announcement Position

GENERAL ACCOUNTANT

Admission/Customer Service/ Communication

- Location: Phnom Penh
- Schedule: Full-time
- Salary: USD500 - USD700

Responsibilities:

- Review Daily Cash report, bank reconciliations and monthly Cash & Bank Balances report;
- Review all AR journals, review and analyses AR reports (example: weekly AR report, monthly AR Ageing report, etc.);
- Check AP balances and advances to vendors, review reconciliation and confirmation of vendor accounts every month, review and analyses AP Ageing report.
- Review all Fixed Asset (FA) transactions before posting in the system, prepare monthly FA report and any required reconciliation of FA costs and depreciation.
- Check all General Journal entries prepared by Junior Accountants;
- Review all postings in the General Ledger and prepare the Trial Balance (monthly book closing) and other statistical reports;
- Review monthly Campus report and Committed report;
- Assist the Business Manager and Finance Director in preparing Management reports, and Statutory reports, Budgets and Forecasts; submit all the above said reports to the Business Manager;
- Supervise and coach Junior Accountants and evaluate their performance.
- Support the Business Manager on Financial Statements and Tax audits;
- Reconciles balance sheet or/and income statement accounts
- Reconciles processed work by verifying entries and comparing system reports to balances if necessary
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Resolve issues with PO, contract, invoice, or payment discrepancies and documentation.
- Disburses petty cash by recording entry; verifying documentation
- Assist with preparing monthly tax declarations as directed
- Protects organization's value by keeping information confidential
- Perform other duties as may be assigned by the Business Manager from time to time

Requirements:

- Bachelor degree in accounting / finance or equivalent
- Experience in ERP system
- Good English communication and speaking
- Excellence Microsoft Office skills
- Be familiar with Cambodia law
- Good interpersonal skill and high personality integrity
- Be patient, careful, and hardworking

Application Information

Applications should include a covering letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees

Applications should be sent to northbridge_employment@nisc.edu.kh

Closing date 28 February 2018: The school reserves the right to appoint before this deadline if the right candidate is found.

Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.