

Finance Clerk

Nord Anglia International School, Hong Kong is looking for a Finance Clerk. Reporting to the Finance Manager, the incumbent is responsible for providing financial, administrative and clerical service in order to ensure effective, efficient and accurate receipts and payments functions.

The successful candidate will:

- be qualified form 6-7 with 2-3 years experience or University Graduated in Accounting, Finance or related disciplines with 1-2 years experience.
- have excellent communication, interpersonal, organisation and skills
- have strong competence in accounting software, proficiency in MS office and excel.
- have good command of written and spoken English, Cantonese and Mandarin
- be flexible and a team player
- have strong attention to detail

Nord Anglia International School, Hong Kong is a new international school located in Lam Tin in East Kowloon. The fully renovated School will feature high quality facilities and resources for up to 660 students between years 1 to 7.

Nord Anglia Education is looking for someone with a positive, enthusiastic and self-motivated approach to their work, driven to strive for continual improvement and with a high level of personal integrity. As a member of the world's leading premium schools group you will be joining an active network of like-minded people in Hong Kong and across the world.

This is an exciting time to be joining Nord Anglia Education. We are the world's leading premium schools organisation with schools across Asia, the Middle East, Europe and North America. Nord Anglia Education has 29 schools in 13 countries and is responsible for the education of over 17,000 students.

Find out more about us at www.nais.hk

To Apply: Please click <https://www.jobtrain.co.uk/NORDANGLIA5/displayjob.aspx?jobid=1281>

Online applications should contain a CV, letter of application and the details of two professional references along with current salary expectations.

Salary: Competitive

Closing date: 18 August 2014