

<b>LOCATION</b>	Nord Anglia International School, Hong Kong	
<b>JOB TITLE</b>	<b>Finance Manager</b>	
<b>JOB PURPOSE</b>	To ensure the school has an effective finance function, which meets all internal and external accounting, tax and statutory reporting requirements, and provides strong financial support and guidance to the school operation.	
<b>REPORTING TO</b>	Regional Finance Director	
<b>DIRECT REPORTS</b>	Other finance staff	
<b>OTHER KEY RELATIONSHIPS</b>	Principal and senior teaching staff Head of HR Admissions staff	
<b>PACKAGE</b>	Competitive	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<b>Finance Operations</b> <ul style="list-style-type: none"> <li>▪ Ensure a fully staffed finance team is in place that carries out all necessary finance functions</li> <li>▪ Develop highly effective finance systems and internal control mechanisms</li> <li>▪ Ensure finance procedures and processes are carried out efficiently</li> </ul>	<ul style="list-style-type: none"> <li>▪ All finance functions occur without disruption. Stakeholders happy with service</li> </ul>	
<b>Internal Reporting</b> <ul style="list-style-type: none"> <li>▪ Produce monthly management accounts and quarterly statutory packs as per prescribed timetable and of excellent quality.</li> <li>▪ Produce reports on pupil numbers, cash flow, capital expenditure, staffing and other KPIs as requested.</li> <li>▪ Provide financial information to school principal to aid management of the school budget.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accuracy and timeliness of account and reports</li> </ul>	
<b>External Reporting</b> <ul style="list-style-type: none"> <li>▪ Ensure accounting records maintained that meet statutory requirements and ensure school passes its annual audits.</li> <li>▪ Ensure school entity meets all its tax recording and reporting requirements and pays all taxes on time as and when necessary.</li> <li>▪ Produce all financial reports as required for external auditing, tax and other external bodies.</li> <li>▪ Develop strong relationships with external audit, tax and banking organizations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All reports submitted on time</li> <li>▪ Clean audit reports</li> <li>▪ All taxes paid on time</li> </ul>	
<b>Other Finance</b> <ul style="list-style-type: none"> <li>▪ Assist Regional Finance Director in the annual budgeting process</li> <li>▪ Ensure efficient school fee collection and follow up effectively with any outstanding debtors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Low level of debtors and excellent cash flow</li> </ul>	
<b>Staff Management</b> <ul style="list-style-type: none"> <li>▪ Recruit finance staff that are high caliber and dedicated</li> <li>▪ Develop a strong team ethos</li> <li>▪ Ensure excellent on the job training and development of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Low level of staff turnover</li> <li>▪ High employee engagement</li> </ul>	
<b>Other</b> <ul style="list-style-type: none"> <li>• To be an active and enthusiastic member of the team</li> <li>• Gain a good understanding of the whole school operation.</li> <li>• Any other appropriate duties as allocated by members of the school's leadership team.</li> </ul>		

## PERSON SPECIFICATIONS

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<b>Qualifications/Training</b>	
▪ Degree	Desirable
▪ Accountancy Qualification	Desirable
<b>Experience / Knowledge</b>	
▪ Proven track record with at least five years in finance function	Essential
▪ Experience of supervision, management and development of staff	Essential
▪ Experience of producing management accounts	Essential
▪ Experience of liaison with external audit and taxation bodies	Essential
▪ Experience of setting up a Finance function	Desirable
▪ Experience of implementing new finance systems	Desirable
<b>Skills</b>	
▪ Fluent in English and Cantonese, both oral and written	Essential
▪ Ability to prioritise and deliver against agreed service levels and targets	Essential
▪ High level of interpersonal skills with all levels of organisation	Essential
▪ High level of technical accountancy and tax knowledge	Essential
▪ Up to date with changes in accountancy and tax legislation	Essential
▪ Good data analysis and presentation skills	Essential
▪ High level of commercial awareness	Desirable
<b>Personal Attributes</b>	
▪ Results driven with high energy level	Essential
▪ Highly effective communicator and influencer	Essential
▪ Team player and can work on own	Essential
▪ Can Do Attitude	Essential
▪ Organised	Essential
▪ Integrity	Essential
▪ Ability to listen to others, formulate overall view and propose an individualised solution	Essential
▪ Affinity with and interest in education	Essential
▪ Service and customer focused ethos	Essential
<b>Other Conditions</b>	
▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.	Essential
▪ Compliance with visa requirements for working in Hong Kong	Essential