



Job Description – Finance Executive (AR/AP)

Finance Executive (AR/AP)

REPORTS TO	Assistant Finance Manager
SUPERVISES	N/A
KEY RELATIONSHIPS	Assistant Finance Manager, Finance Team, Admission
LOCATION	Dover Court International School, Singapore

PURPOSE OF THE JOB

To assist in Accounts Receivable (invoicing, collection) and Accounts Payable (invoicing, payments).

DUTIES AND RESPONSIBILITIES

Education and Experience:

- Diploma / Degree in Finance or Accounting is desirable
- At least 2 years of relevant working experience in Finance function.
- Excellent communication and people skills
- Good knowledge of Windows and Office 365, experience in Navision Business Central would be an advantage.
- Ability to work under pressure and well with others and in a team environment
- Fast learner in a fast pace environment
- Ability to retain new skills
- Experience working with different cultures
- Proficiency in English is a must

This position includes, but is not limited to, the following essential functions:

Responsibilities:

- Support the issuing of Term fee invoices in isams and managing posting in Navision
- Preparing load files for uploading of therapy and music invoices, issuing other invoices as required in isams and Navision
- Issuing credit notes as required
- Prepare and post AR related refunds for application fee, overpaid fees, credits and other refunds
- Follow up with parents on outstanding balances and manage timely collection, issue general reminder emails for fees
- Safeguard, oversee and manage petty cash transaction
- Preparation of general and month end journals
- Support the month end closing with preparation of AR/AP schedules
- Prepare and match supporting documents for Accounts Payable postings
- Prepare posting of purchase invoices and preparation of subsequent payments
- Open to job rotation and change of tasks
- Deputy of other Finance Executive during absence

Ad-Hoc Duties

- Support of other Finance Team members as required

OTHER RESPONSIBILITIES

- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organization.
- All Staff must ensure that they meet their statutory responsibilities with regards to Health and Safety, Equal Opportunities and other relevant legislation, and should conform to professional and ethical requirements.