

LOCATION	Hong Kong
JOB TITLE	Finance Clerk
JOB PURPOSE	The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate receipts and payments functions. The Finance Clerk must comply with established group and school policies and procedures. This includes processing payments and expenditures and preparing and monitoring the finance data in the accounting system. Providing these services in an effective and efficient manner will ensure that receipt / payments reports are accurately prepared in a timely, up to date and appropriate manner. Customers' payments are well received and vendors are paid within established time limits if needed.
REPORTING TO	Finance Manager
DIRECT REPORTS	Nil
OTHER KEY RELATIONSHIPS	Finance team and other staff
PACKAGE	Competitive
KEY RESULT AREA	
<ul style="list-style-type: none"> • To check and verify documents related to cash payment. • To keep petty cash, check and maintain all sorts of cashes in and out. • To handle all sorts of banking related receivable and payment. • To maintain cash on hand reports accurately and punctually. • To prepare and settle all bank payment accurately and punctually based on verified requirements. • Contact with our bank to sort out online banking issues for both receipts and payments when necessary • To assist some forecast receipts and payments weekly and monthly-end in cash flow report • To assist Monthly Bank Reconciliation, and maintain full set of bank statements filed • Coordinating with Accounting Officer and Purchasing Officer to make sure both receipts and payments are allocated properly and accordingly to both related accounts receivable and payable • Assisting fees collection of lunch, school bus and sundry income such as pupil trips and other subject tuitions if required • Assisting collecting registration fees and deposits for new students • Issuing and recording School Fees Payment receipts • Checking customer receipts to bank statements and bank remittances • Preparing Excel reconciliation worksheet, and reconciling with our New Accounting System before reviewing by Accounting Officer • Working closely with Finance Manager to oversee AR & AP daily operation, recommending improved practices where necessary • Processing fee refunds as appropriate • Assisting to communicate with embassies, multinational companies and parents in good manner, if necessary 	

- Coordinating with other departments, like the Admission Department over parent payments and status and maintain an open communication channel
- Ad hoc administrative matters as required by the Finance Manager from time to time esp before / after the school opening

PERSON SPECIFICATIONS

Qualifications/Training	
▪ Form 6-7 with 2-3 years experience or University Graduated in Accounting, Finance or related disciplines with 1-2 years experience	Essential
▪ Semi-qualified HKICPA or equivalent	Desirable
Experience / Knowledge	
▪ Must have work experience in accounts receivable, billing and accounts payable	Essential
▪ Excellent communication skills with at least 2 years of experience in a similar role	Essential
▪ Working in educational institution is an advantage but not essential	Desirable
Skills	
▪ Good at accounting software	Essential
▪ Proficiency in MS office and Excel	Essential
▪ Strong command of written and spoken English and Cantonese/Putonghua	Essential
Personal Attributes	
▪ High levels of personal integrity	Essential
▪ Initiative, Self-motivated, enthusiastic and willing to learn	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
IMPORTANT NOTES	
▪ The job description will be reviewed and will be subject to amendment in consultation with the post-holder	
▪ The post-holder will follow both group and school policies and procedures	
▪ The post-holder will carry out any other appropriate duties as requested by the Finance Manager	

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Hong Kong

Dear Applicant,

Nord Anglia Education is the world's leading premium international school organisation with 27 schools in China, Europe, the Middle East, South East Asia and North America. Our organisation has been operating premium international schools for over 20 years. Within the last three years we have been particularly successful and have doubled our size and seen significant growth both within our existing schools and through the acquisition of new schools. We are a fast growing, successful education company. Our schools are mostly British International Schools and follow the English National Curriculum plus the International Baccalaureate Diploma at 16-18, plus, in some locations, A-levels, the French Baccalaureate and the Swiss Maturité.

We educate students from early years through to eighteen in through-schools. Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities represented. Many of our parents are ex-pats working away from their home country but we also educate local students.

Currently employing over 3,500 staff and educating c. 22,000 students our schools are seen as the premier school in almost all of the cities in which we operate and are a very popular choice for parents. Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location, but they are united by the quality of education they offer, the efficiency with which they are managed and the excellence of the student experience. We position our schools as at the forefront of contemporary educational practice while preserving traditional educational values.

Outstanding teaching professionals and our distinctive educational model create exciting high performing learning environments.

A Nord Anglia Education student will benefit not only from the richness and expertise within their own School environment but also from other Schools across the Nord Anglia Education family.

The academic achievement in our Schools is improving year on year across every Key Stage. Nord Anglia Education Schools are non-selective yet, on average, our student's score four points above the global average in their IB diploma, as well as being offered and accepting places at the world's top 30 Universities.