



Job Description - Accountant (AR)

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REPORTS TO	Finance Manager
SUPERVISES	Finance Executive (AR), Finance Officer (AR)
KEY RELATIONSHIPS	Finance Director, Assistant Finance Director, Finance Team, Admission, School Trip Leader
LOCATION	Dover Court International School, Singapore

PURPOSE OF THE JOB

To oversee all aspects of the Accounts Receivable area, support in month end closing and other financial matters.

DUTIES AND RESPONSIBILITIES

Education and Experience:

- Diploma / Degree in Finance or Accounting
- At least 4 years of relevant working experience in AR or other Finance function.
- Leadership skills desirable
- Excellent communication and people skills
- Proficient knowledge of Windows and Office 365, experience in Navision 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:

- Oversee and effectively manage the daily AR functions
- Oversee and support the issuing of Term fee, application and registration fee invoices in isams and approvals in isams and Navision
- Oversee and review load files for uploading of therapy and music invoices, other invoices as required in isams and Navision, including intercompany and external provider billing
- Oversee the issuing of credit notes including approval in Navision
- Review AR related refunds for application fee, overpaid fees, credits and other refunds
- Review of monthly Giro payment and posting journals and receipts, therapy breakdowns etc
- Oversee and manage timely collection, close follow up on parent issues and payment delays
- Prepare payment tracking report for management incl review of month end report
- Perform post trip P/L review and calculation and reconciliation of collection accounts
- Oversee and manage bad debt provision, unapplied receipts, and student deposit list including approval procedure



- Oversee and review monthly accrued income for unbilled revenue
- Preparation and calculation of monthly Deferred Revenue and month end schedules
- Prepare ad-hoc reconciliation, reports and deviation schedules for Accounts Receivable and related accounts as required
- Support the month end closing, trip related matters as required
- Support the preparation of annual local financial statement
- Liaise with other departments to resolve AR related issues
- Provide technical support and training to all AR functions on accounting and other matters
- Support Assistant FD in liaising with external and internal auditors
- Deputy of Assistant Finance Director 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.