

JOB DESCRIPTION: Accountant

PURPOSE: To play a major role under the auspices of the Trustees and under the overall direction of the Principal in: Business Management of the School

RESPONSIBLE TO: Principal

WORKING TIME: Full Time

Summary of Responsibilities

- The school Accountant is responsible for: Financial Resource Management.

Responsibilities

Job Purpose:

To play a major role under the auspices of the Trustees and under the overall direction of the Principal.

MAIN DUTIES

The Accountant assists the Principal in the day-to-day planning, implementing, managing and controlling all financial related activities of the school. This will include responsibility for accounting, finance, forecasting, strategic planning, legal, property management, and tender management and negotiation, and Stake Holder compliance.

Duties:

Financial

- Providing leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensuring timely preparation of: budgets; forecasts; monthly P & L; accounts receivable; accounts payable; maintain general ledger, along with, payroll, statutory filing of accounts: CPF, Tax and GST.
- Directing all aspects of the Finance & Accounting functions of SMMIS.
- Evaluating and advising on the impact of budgets, new programmes and strategies upon SMMIS and their compliance effect on various Statutory and Accounting Standards.
- Providing management and advice as to compliance with various Accounting Standards.
- Managing the preparation of budgets and financial reporting systems.
- Ensuring appropriate Purchasing and Tender systems are in place and to conduct negotiations with vendors so as to ensure that SMMIS's and Stake Holder's interests are protected.
- Ensuring that effective internal financial controls are in place.
- Ensuring compliance with tax reporting.
- Liaising with auditors to ensure that Statutory Audits are completed in a satisfactory and timely manner.
- Advising the Principal on Administrative Policies so as to ensure compliance with various statutory requirements.
- To ensure documentation of instructions and procedures so as to ensure records kept appropriately.

- Ensuring that the school is compliant with CPE and EduTrust requirements including but not exclusive: FPS; updating of finance manuals.

Other Specific Duties:

Operational/Strategic Planning:

- To have line management responsibility for designated staff
- To assist in whole school development planning and the completion of the School Evaluation Form (SEF)
- To attend meetings of the Trustees and its committees as required
- To work with the SMMIS's Legal Advisor as and when necessary

Managing the Organisation and Resources

- Work with the Principal to recruit staff of the highest calibre

Staff Development and Working with others

- As a senior member of the Leadership Team, ensure effective delegation within the school so that all staff are motivated and developed to perform their roles to the highest standards
- Promote staff development through appropriate training and a programme of annual performance management for assigned staff
- Create effective partnerships with parents/carers and other schools
- Work with external organisations to ensure that resources and training needs in finance can be met effectively
- Undertake Appraisal reviews and to line manage staff within the school as designated

School Community Links

- Work with the Principal and Trustees to promote the school to potential students and staff
- Undertake other duties and responsibilities as directed by the Principal

Person Specification – Accountant

Person Specification for Accountant

A. Qualifications and Experience

- Chartered Accountant qualification, with at least 5 years working experience as an Accountant.
- Higher degree in finance-related field.
- Evidence of appropriate in-service training.
- Working knowledge of Sage accounting systems.
- 5 Years experience of working in the finance department of an International School setting would be an advantage.
- EduTrust compliance experience would be an advantage.
- Knowledge and Experience of FRS, corporate tax and GST legislations.

B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the school
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education at National Level
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT
- Experience of leading effective teams, using a range of management styles as appropriate

C. Leadership/Personal Qualities

- A team player respected by others
- Vision for continuous school improvement and development
- Commitment to the School's unique Jewish ethos
- An effective, flexible and enthusiastic leader, always prepared to put students' needs first
- An understanding of the skills needed to lead in a climate of constant change
- Confident in sensitively but assertively addressing under-performance
- An ability to listen and effectively communicate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships with all stakeholder groups including at senior levels in business and government.
- Ability to promote controversial issues and policies to an eloquent and informed audience
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resources