

# Accounting Officer (Accounts Payable) (Maternity Cover)

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index since 2020. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of the top universities across the world including Oxford, Cambridge, Imperial College London, Durham University, University of Exeter, The University of Edinburgh, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

**Job Title:** Accounting Officer (Accounts Payable)

**Job Purpose:** To efficiently manage the daily operations and objectives of the school's payment and accounts payable cycle through implementation, maintenance and management of all of the school's accounts payable functions and procedures.

**Start Date:** March 2024 to July 2024

**Tenure:** Maternity Cover

**Reporting Line:** Accounting Manager

## Job Description

- Reviewing all invoices for appropriate documentation and approval prior to payment
- Verifying PO invoices with system's record and resolve invoice discrepancies before posting
- Checking and processing cash or cheque or priority payment / ACH / bank transfer requests
- Maintaining account to record the expenditures for individual event/trip
- Handling staff reimbursements and follow up
- Coordinating with A/R on rechargeable items
- Tracking cash advance and audit petty cash
- Creating and maintaining vendor files in AX and prepare payment entries
- Performing bank accounts reconciliation
- Monitoring accounts to ensure payments are up to date
- Arranging and preparing refund upon requests
- Reconciling vendors' statements, researching and responding to vendors' inquiries and following up unpaid invoices
- Preparing monthly reports & analysis of accounts
- Updating fixed assets register
- Assisting with month end closings & year end closings
- Assisting with preparation and coordination of the audit process
- Assisting with implementing and maintaining internal financial controls and procedures

- Maintaining files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a delegated representative may reasonably request.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.*

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

## **Person Specification**

**The successful candidate will be likely to fit the following profile:**

### **Qualifications:**

- Degree holder or above in Accounting / Finance or related discipline

### **Skills:**

- Good communication skills in written and spoken English, Mandarin and Cantonese
- Good interpersonal skills with positive and courteous manner
- Proven problem solving skills and ability to multi-task
- Organization and prioritization skills
- Data Entry Skills

### **Experience:**

- 1-2 years working experience in accounting
- Experience in Microsoft Dynamics AX Accounting Software is a definite advantage
- Fresh graduates are also welcome

### **Knowledge:**

- Proficiency in MS Office application including Word and Excel & other a/c software

### **Personal Qualities and Attitudes**

- Responsible, detail-minded, proactive and initiative
- Ability to complete work on schedule
- Attentive to accuracy
- Attention to detail
- Work independently and with other team members
- Handle confidential information in a professional manner
- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Flexible, diligent, positive and enthusiastic
- High levels of personal presentation, integrity and communication skill

**All applicants should already have in place the right to work in Hong Kong.**