



HARROW  
INTERNATIONAL  
SCHOOL  
哈罗国际学校

SHENZHEN QIANHAI 深圳前海



HARROW  
INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校

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## SENIOR FINANCE OFFICER JOB DESCRIPTION

<b>Job Title:</b>	Senior Finance Officer Specializing in Accounts Payable
<b>Line Manager:</b>	Finance Supervisor
<b>Job Grade:</b>	G5

### I. Job Specification

<b>Main purpose of job:</b>	
<ul style="list-style-type: none"> <li>- Ensure all payments are properly supported, processed and complied with established procedures and timeframe.</li> <li>- Ensure the accounting records are maintained properly.</li> <li>- Cooperate with internal departments and external suppliers efficiently and smoothly.</li> </ul>	
<b>Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>- Assist supervisor ensuring the compliance of internal control and financial policies, Keep developing the payment procures to improve the efficiency.</li> <li>- Ensure the data entries in accounting system with high level of accuracy.</li> <li>- Follow the month end and year end process of AP function, ensure all the AP transactions are accurately recorded and reconciled.</li> <li>- Perform internal and external reporting as required. Prepare the academic budget reports and send it out to related budget holders timely.</li> <li>- Cooperate with internal &amp; external audit closely.</li> <li>- Work with other departments and employees to ensure the finance guidelines are followed.</li> <li>- Perform other assignment upon supervisor/manager's request.</li> </ul>	
<b>Resources managed – line management and financial resources:</b>	Line management: 1
	Financial resources managed:
<b>Key working Relations and network</b>	<b>Internal:</b> - All staff
	<b>External:</b> - Auditors

### II. Person specifications

#### 1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

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## 2. Functional Competencies to be demonstrated by the jobholder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

## 3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<b><u>Minimum Academic Degree required</u></b>				
- Bachelor's degree in accounting or finance preferred				
<b><u>Professional skill and knowledge required</u></b>				
- Independent and good communication skill				
- Having integrity				
- Ability to work under high pressure and tight timeline				
- Strong analytical and problem-solving skills				
- High attention to detail, ensures accuracy in completion of work				
<b><u>Experience</u></b>				
- About 3-5 years relevant working experience in accounting, tax filing and bookkeeping (desired but not mandatory)				
- Have experience to handle month end closing				
- Demonstrated knowledge of accounting processes and cycles				
<b><u>Language</u></b>				
	<b>Confidence</b>	<b>Intermediate</b>	<b>Operational</b>	<b>Extensive</b>
<b>Chinese</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b><u>IT Skills</u></b>				
- Experience with Microsoft Office products				
- ERP system; experience in Microsoft Dynamics AX , Dynamics 365 integrated accounting system is a plus				

## 4. Other job-related or local special factors not mentioned above:

4.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

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4.2 Harrow Shenzhen is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

4.3 Travel frequency

No travel required     Occassional travel required     Frequent travel required

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 from 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 during the appraisal process, and will be varied in the light of the business needs of the school.