



# SHREWSBURY INTERNATIONAL SCHOOL

HONG KONG

## **Position:       Accounts Assistant**

Posting Date:

Closing Date:

Shrewsbury International School Hong Kong opened in 2018. A primary school, we provide almost 1,000 places for children aged between 3 and 11 years old.

Operating within a world-class and purpose built facility, students and teachers enjoy wide access to our swimming pools, sports hall, dance studio, gymnastics centre, auditorium and recital suite. These spaces, among others, have been designed bespoke for primary aged children.

The school enjoys an advantageous setting in Tseung Kwan O - easily accessible by road and MTR, it also benefits from the strongest of partnerships with Shrewsbury School in the UK ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

## **Key Responsibilities:**

The Accounts Assistant reports to the Financial Controller to ensure the operation of the finance function in accordance to policy. In particular, the Accounts Assistant will:

- Operate financial systems and control to ensure proper authorisation and processes are adhered to and are in compliance with school policies
- Ensure that the financial transactions are entered in a timely manner and with the appropriate documentation in accounting system
- Assist with the reconciliation of the accounts in a timely manner
- Assist with the preparation of the monthly, termly and annual reports for senior management
- Provide accounting and clerical support to the accounting department

- Ensure that all financial records of the school are kept up-to-date and are accurate
- Ensure that financial policies and procedures for the school remain up-to-date and suitable for proper control
- Ensure compliance with Hong Kong law, accounting standards and recognised practice
- Maintain physical security of accounting records, documents and cash
- Ensure confidentiality of information in the finance function
- Carry out ad hoc financially-related tasks and projects as directed by senior management

### **Professional expectations:**

The Accounts Assistant will have :

- Recognised diploma/degree majoring in accounting or finance related field
- Minimum 3 years of relevant working experience, gained in an educational setting would be an advantage
- Strong organizational, presentation, communication and interpersonal skills
- Good analytical mind with prior experience in financial analysis and business evaluation
- Independent, proactive with positive and hands-on attitude and able to work effectively as part of a team
- IT literate, proficiency in Microsoft Office, and experience of main accounting software packages and reporting tools
- Enthusiastic and enjoy working in an educational environment
- Be approachable and friendly
- Good level of spoken and written English and Chinese

### **Child Protection and Safeguarding:**

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to:

- Attend in-house Child Safeguarding programmes;
- Promote and safeguard the welfare of all students in the school;

- Report any concerns they have for the welfare of a student to the Designated Safeguarding Lead;
- Foster professional relationships with students where personal boundaries are respected and maintained;
- Seek advice from a Line Manager or the Designated Safeguarding Lead with issues or concerns related to child protection and safeguarding.

**Requirements:**

- Formal proof of identity with photo ID
- Satisfactory criminal record check
- 2 signed, confidential references before the start of contract
- Verification of original qualifications and work experience

**Further Details:**

Full details of the school are available on our website at <http://www.shrewsbury.edu.hk>.  
Any queries should be forwarded to the Human Resources Office at:  
[vacancies@shrewsbury.edu.hk](mailto:vacancies@shrewsbury.edu.hk)