

LOCATION	The British International School Abu Dhabi	
JOB TITLE	SCHOOL FINANCE ASSISTANT	
JOB PURPOSE	Manage the customer billing process and liaise with customers/parents with regards to any financial queries. Ensure the timely issue and collection of school fees and be responsible for the smooth and efficient running of the debt management process. This is a customer facing role requiring excellent interpersonal skills.	
REPORTING TO	Finance Manager	
DIRECT REPORTS	Not Applicable	
OTHER KEY RELATIONSHIPS	Staff, Parents, Students, Suppliers, Banks	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
Duties and responsibilities <ul style="list-style-type: none"> Sales/Billing ledger processing Fee invoicing on a timely basis in accordance with BISAD & ADEK guidelines Debt management and collection of over AED 50 m Cash and banking handling and processing, this may include point-of-sale processing Petty cash processing Expense claims authorisation and processing Support in procurement and supplier processing and payment when required Liaising with the Marketing and Admissions department to ensure student database is maintained Periodic reporting of sales ledger, including debtors reporting Develop/maintain user-friendly reports Acting as the key interface with pupils and parents, building a strong and supportive relationship to attain objectives Liaise with school purchase ordering systems and payments Ensure proper accounting and financial records and systems are maintained Implement and maintain effective internal controls General administrative support Other projects to add value to the school 		Performance management
OTHER RESPONSIBILITIES <ul style="list-style-type: none"> Key interface with pupils and parents, building a strong and supportive relationship to attain objectives Dynamic and flexible to work in a fast-paced environment 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 organisation. Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation. 		

<ul style="list-style-type: none"> Any other appropriate duties as allocated by the Finance Manager. 	
Personal Development <ul style="list-style-type: none"> Continual development through the identification and implementation of your own Personal Development Plan 	<ul style="list-style-type: none"> Improved performance Performance appraisal Personal Development Plan
OTHER <ul style="list-style-type: none"> Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right 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 organisation Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation Any other appropriate duties as allocated by the Chief Executive Officer 	<ul style="list-style-type: none"> Valued member of the team and organisation

PERSON SPECIFICATIONS	
Qualifications/Training	
<ul style="list-style-type: none"> Bachelor Degree in Finance or Accounting equivalence 	Preferable
<ul style="list-style-type: none"> Proven track record with at least 2 year's working experience in finance function 	Essential
Experience / Knowledge	
<ul style="list-style-type: none"> Native English Professional 	Desirable
<ul style="list-style-type: none"> Experience in education or learning environment 	Essential
<ul style="list-style-type: none"> Experience of liaison with external and internal auditing bodies 	Essential
Skills	
<ul style="list-style-type: none"> High level of interpersonal skills 	Essential
<ul style="list-style-type: none"> High level of technical accountancy and tax knowledge 	Essential
<ul style="list-style-type: none"> Ability to prioritise and deliver against agreed service levels and targets 	Essential
Personal Attributes	
<ul style="list-style-type: none"> High levels of personal integrity. 	Essential
<ul style="list-style-type: none"> Excellent organisational and time-management skills 	Essential
<ul style="list-style-type: none"> Attention to detail 	Essential
<ul style="list-style-type: none"> Ability to work under pressure and remain calm 	Essential
<ul style="list-style-type: none"> Willingness to take on multiple tasks 	Essential

▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

OTHER CONDITIONS

Must hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK for the last 10 years.

Compliance with visa requirements for working in the UAE.

Child protection training.