



LADY ELEANOR HOLLES
INTERNATIONAL SCHOOL FOSHAN
Staff Recruitment Form

RECRUITMENT SUMMARY

Job Title	Finance Assistant
Department	Finance
Line Manager	Finance Manager
Start Date	May / June 2020
Position Type	New
Staff Type	Local
Salary Range	RMB 72,000 – 84,000 per annum

OVERVIEW

LEH International School Foshan will be formally opening to students aged between 10 and 18 in September 2020. Its parent school, Lady Eleanor Holles School in Hampton, London was established in 1710 and consistently achieve outstanding academic results. Last year, 98% of the students achieved grades A*-B at A Level and 93% grades A*-A (levels 9-7) at GCSE. Over 10% of the students attained a place at either Cambridge or Oxford University.

LEH International School Foshan will follow the footsteps of its parent school in providing a holistic British education to young people with a particular focus on their pastoral care. The students also have the option of weekly or termly boarding to take advantage of the School's extensive facilities.

This is an exciting time for a highly motivated professional with excellent finance and accounting skills to join the LEH Finance team. The post-holder will make a significant contribution of the future success of the School.



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THE POST

I. Background

The Accounting Assistant will be responsible for supporting the Finance Manager and carrying out the day-to-day clerical and accounting tasks in all areas of the Finance Department. These may include, but not limited to, book-keeping and cashiering duties, budget and report preparation.

II. Job Responsibilities

- Supporting the Finance Manager in the efficient and accurate day-to-day running of the Finance Department;
- Preparing financial documents such as invoices, bills, and accounts payable and receivable slips;
- Preparing bank deposits and payments and visiting the bank to process these;
- Working with Human Resources and assisting expat staff to open bank accounts and with any associated workflows;
- Entering and maintaining the financial information into the finance system and the records are accurate and up to date;
- Preparing bank and accounts reconciliation and variance reports as necessary;
- Managing day-to-day financial transactions such as purchase orders, supplier invoices, fee bills, credit and debit notes, staff expenses, school trip expenses, petty cash, etc. as required;
- Maintaining electronic and physical accounting records;
- Assisting staff, parents, students and suppliers with financial, budgetary, billing and payment enquiries;
- Preparing financial reports as part of the budget and regular management reporting process under the direction of the Finance Manager;
- Coordinating internal and external audits;
- Performing any other tasks to the reasonable request of the Head Master, the Director of Finance & Operations and the Finance Manager.

III. Requirements

LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

Essential:

- Bachelor's degree in finance, accounting, economics or commerce;
- Excellent working knowledge of MS Excel and accounting software;



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- Fluent in Mandarin (essential) with working language proficiency in English (essential) and Cantonese (preferable) ;
- Good understanding of accounting standards and local tax / regulations ;
- Excellent attention-to-detail;
- Ability to deal with a high volume of data and administrative tasks accurately and efficiently;
- Ability to deal with confidential and sensitive information with tact and discretion;
- Ability to work within a changing environment;
- A team player who can also work independently;
- Willingness to help others;
- Excellent communication and interpersonal skills.

Preferred:

- Professional qualification in Accounting;
- Experience in a multi-national company or an education environment.

Please kindly send your application to Email Vivian.lin@leh-foshan.cn if you are interested in this position.