

Job Description: Administrative and Accounts Executive

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- Perform administrative duties and data entries to support the school operations
- Attend to phone calls and provide appropriate information on general enquiries relating to the school, school fees and programs
- Support inventory management, sale and purchase of school resources
- Assist in the management of student information and school information sharing
- Conduct health check for students and assist them to classrooms when they are late
- Responsible for the full set of accounts for the schools/entities assigned, including the preparation of monthly management accounts with variance analysis and the supporting schedules and reports
- Responsible for audit and taxes, inter-company recoveries and bank conciliation
- Responsible for inter-company billing, month end schedules and filing of GST returns
- Monitor and follow up on the outstanding receivables
- Handle funding requirements and ensure availability of funds to meet working cash flow
- Prepare regular cash flow forecast
- Handle staff claims, procurement, petty cash and miscellaneous sales
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Liaise with various stakeholders on expense review and control, costing and budgeting
- Liaising with parents on receivables, feedbacks and exception requests
- Provide support in school projects and driving process improvement
- Provide guidance to school colleagues on company processes
- As and when required, assist with assigned tasks as required

Qualifications

- Diploma or degree in Finance or Accounting
- Minimum of 2 to 5 years of relevant working experience with full sets of accounts
- Fluency in Dzongkha and English
- Good knowledge of accounting concepts and double entries
- Good knowledge of MS Excel and MS Navision preferred
- Independent, well organized, have an open mindset and a strong team player