



**HARROW**  
BEIJING

*Leadership for a better world*

**JOB DESCRIPTION (NON ACADEMIC)**

**I. Job Information**

<b>Job Title:</b>	Accounts Receivable Officer
<b>Grade:</b>	G4
<b>Department:</b>	Finance
<b>Duration of Appointment:</b>	2-Year fixed term, subject to renewal
<b>Line Manager's Job Title:</b>	Finance Manager

**II. Job Specification**

<b>Main purpose of job:</b>	
<ul style="list-style-type: none"> <li>• Issue fee invoices to parents timely</li> <li>• Closely monitor the receivables and ensure all fees are collected before the due date</li> <li>• Ensure the collection data and accounting records are maintained properly</li> <li>• Maintain good relationship with parents</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>• Issue fee invoices to parents timely and monitor the receivables closely</li> <li>• Participate in school fee refund process</li> <li>• Prepare daily school fee and exam fee collection reports</li> <li>• Follow up with parents if the school fees are overdue</li> <li>• Maintain the student roll list properly</li> <li>• Timely coordinate with other departments (Admission/School bus/School shop/Library/Exam Centre/HR) to ensure all students related information is accurate and up-to-date</li> <li>• Handle the enquiry from parents</li> <li>• Monitor and maintain all fees schedule</li> <li>• Credit Management</li> <li>• Ensure customer account reconciliation is done properly and systematically</li> <li>• Recognise the monthly revenue in accordance with group policy</li> <li>• Assist with month end closing and year-end processes</li> <li>• Assist with preparation and coordination of audit process for both group and statutory level</li> <li>• Prepare the data entries in accounting system with high level of accuracy</li> <li>• Maintain the accounting and students documents filing properly</li> <li>• Assist in Engage system implementation</li> <li>• Perform other assignment upon management request</li> </ul>	
<b>Resources managed – line management and financial resources:</b>	Line management: N/A
	Financial resources managed: N/A



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<b>Key working Relations and network</b>	<b>Internal:</b> - Admission team - Operation team
	<b>External:</b> - Parents - Students - Auditors

### III. 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

#### 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:

##### Minimum Academic Degree required

- Bachelor degree in accountancy or finance preferred

##### Professional skill and knowledge required

- Good spoken and written English
- Independent and good communication skill
- Having integrity
- Able to work under high pressure and tight timeline
- Strong analytical and problem solving skills
- High attention to detail, ensure accuracy in completion of work



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**Experience**

- At least 5 years relevant working experience in accounting and book keeping
- Have experience to handle month end and year end closing
- Demonstrate knowledge of accounting processes and cycles

**Language**

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**IT Skills**

- Familiar with Microsoft Office products
- ERP system; experience in Microsoft Dynamics AX 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.

4.2 Harrow Beijing 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     Occasional travel required     Frequent travel required

Jobholder's signature

Date