



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	General Ledger Supervisor
Department:	Finance
Duration of Appointment:	2-Year fixed term, subject to renewal
Job Grade:	G5
Line Manager's Job Title:	Finance Manager

II. Job Specification

Main purpose of job: <ul style="list-style-type: none">• Supervise the GL team to ensure function run smoothly.• Ensure the month/year end accurately and timely.• Provide the financial reports for internal/external use.• Cooperate with internal/external auditors.	
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities <ul style="list-style-type: none">• Ensure the compliance of internal control and financial policies, keep developing the management of fix assets, ensure the accurate of tax declaration.• Supervise and ensure the data entries in accounting system with high level of accuracy, approve and post journals in BJCY and BJLT.• Supervise the overseas payment, ensure the payment of withholding tax accurately and timely.• Lead the month/year end of GL function and ensure all function closed accurately and timely.• Be responsible for the reconciliation of GL related accounts, bank, inventory, FA etc.• Provide variance financial reports, monthly report, local report, reconcile statement, analysis and ensure all the data correct and reasonable.• Cooperate with internal & external audit closely in GL function.• People management.• Perform other assignment upon manager's request.	
Resources managed – line management and financial resources:	Line management: 3
	Financial resources managed:
Key working Relations and network	Internal: - All staff
	External: - Auditors



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

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's degree in accounting or finance.
- Intermediate accountant.
- Big 4 experience preferred.

Professional skill and knowledge required

- Independent and good communication skill
- Having integrity
- Ability to work under high pressure and tight timeline
- Strong analytical and problem-solving skills
- High attention to detail, ensures accuracy in completion of work

Experience

- About 5-8 years relevant working experience in accounting, tax filing and book keeping
- Have experience to handle month end closing
- Demonstrated knowledge of accounting processes and cycles



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

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

- Experience 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**