



JOB DESCRIPTION	
Post Title:	Finance Assistant
Reporting to:	Head of Finance/Finance Manager
Responsible for:	Supporting the Accounts Department
Required Qualifications	<ul style="list-style-type: none">➤ Accounting degree➤ Minimum of 2 years' experience
Main Duties:	<p>The Finance Assistant supports the accounts department, School Accountant, other Senior Finance and Administrative Officers and the Senior Leadership Team, by completing routine clerical and accounting tasks, contributing to the budget process, maintaining reports, and completing basic bookkeeping and accounting duties for the school.</p> <ul style="list-style-type: none">➤ Assisting the Accounts Department, School Accountant and other Senior Finance Staff members with various tasks, including contributing to the budget process; processing business expenses, maintaining records and statements, and managing company ledgers with the Accountant.➤ Preparing day to day financial documents such as invoices and receipts, accounts payable, and completing purchase orders.➤ Entering financial information into appropriate software programs.➤ Recording office expenditures and ensuring these expenses are within the set budget, and posting related journals once authorized by the Accountant or Finance Manager.➤ Maintain accounting documents and records for audit trails, ensuring all files are up-to-date. The Finance Manager will review these from time to time.➤ Reconcile bank statements by comparing transactions to the general ledger, then present it to the Accountant for review and sign off. The Finance Manager will maintain a monthly signature schedule for the team to sign.➤ Prepare the allocated Balance Sheet reconciliation schedules each month ready for review by the Finance Manager.➤ Assisting with school activities outside of the regular school times when financial support is required. <p>Managing Contributions, Data and Responsibility:</p> <ul style="list-style-type: none">➤ Collect, record and bank pupil monies and voluntary contributions for educational visits, clubs, maintenance and any other monies collected for events held at school.➤ Maintain high standards when managing confidential information.➤ Maintain spreadsheets designed by the Accounts Department.➤ Manage the Accounts Department in the absence of the School Accountant.

<p>Person Specification:</p>	<p>Assistant Accountant Skills and Qualifications:</p> <ul style="list-style-type: none"> ➤ Degree in Accounting/Finance or related field preferred. ➤ Arabic & English language ➤ 2+ years of accounts payable and receivable experience. ➤ Competent IT skills and experience using MS Excel, Outlook, Word and other accounting software. ➤ Experience in balance sheet reconciliation preparation. ➤ Detail oriented, organised, and timely. ➤ Strong record and bookkeeping skills. ➤ Knowledge of business math and understanding of budgetary principles. ➤ Strong written and oral communication skills. ➤ Ability to complete tasks while maintaining all confidentiality requirements. ➤ Knowledge of child protection and safeguarding practices.
<p>Personal Qualities:</p>	<ul style="list-style-type: none"> ➤ Strong initiative and an ability to identify improvements to processes. ➤ Ability to organise a busy and varied workload. ➤ A highly responsive and adaptable approach to rapidly changing priorities. ➤ Excellent interpersonal skills, which will be imperative in delivering the highest standards of customer services to parents and staff; strong customer focus. ➤ Resilience and ability to work calmly under pressure. ➤ Energy and enthusiasm for the role and the School. ➤ A strong sense of loyalty and teamwork. ➤ Highly professional approach, and a proactive ‘can-do’ and positive attitude. ➤ Good judgment and discretion, and able to adhere to strict code of confidentiality when appropriate. ➤ A smart appearance, and be dedicated and reliable.
<p>Legal Requirements</p>	<ul style="list-style-type: none"> ➤ Police clearance certificate from home country (ACRO) if from UK and from KSA, a police clearance certificate, less than 1 year old.
<p>Training and Development:</p>	<p>Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.</p>
<p>Recruitment Safeguarding</p>	<p>Downe House Riyadh takes safeguarding the welfare of children and young people very seriously and expects the same from its employees. All staff will be subject to rigorous background checks to include three professional references. All education certificates and supporting documents need to be attested to show authenticity. Successful applicants must provide a police clearance certificate from home country and KSA. Local police clearance certificates must be less than one year old. In addition, all new staff/volunteers will attend DHR induction and undertake mandatory child protection online training.</p>
<p>Downe House Riyadh Expectations</p>	<p><u>As part of the Downe House Riyadh team you are expected to:</u></p> <ul style="list-style-type: none"> ➤ Act with professional integrity at all times, notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work. ➤ Identify and improve those areas relevant to your role that need to move from good to outstanding. ➤ Maintain school policies and procedures relevant to your area and update whenever required. ➤ Be present where required at meetings, performances and other functions/events. ➤ Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas, being present around school, working with appraisals, performance and line management systems.

	<ul style="list-style-type: none">➤ Work as part of a team submitting draft proposals and documents for further development by the Leadership Team and accepting and supporting final Leadership.➤ Be punctual to attend scheduled meetings.➤ All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Principal.➤ Manage conflicting needs of transparency and confidentiality at all times working as one team with the staff.➤ Avoid the 'them and us' ethos.➤ Undertake specific tasks reasonably delegated by Senior Finance staff and the Principal.
How to apply	Please email a copy of your CV to careers@downehouseriyadh.com