



JOB DESCRIPTION: Accounts Administrator

LINE MANAGER: Finance Manager

SALARY: Admin 8 Scale SAR 87,503 – SAR 95,925

Hours of work: 07:45-14:45hrs

JOB PURPOSE

TO provide financial and administrative support to the finance department.

RECRUITMENT CRITERIA

- GCSE in Maths
- Good working knowledge of excel and electronic accounting packages
- Excellent organisational and interpersonal skills
- A reliable, well organised, self-motivated person who is able to display initiative
- Considerable experience with Cash handling in a similar role

ACCOUNTABILITIES

- Provide Administrative support to Accounting Department
- Assist with Invoicing and receipting tuition, ECA's and Exam fees during peak times
- Review team members work for accuracy
- Pass Journal entries relating to movement between accounts and file paperwork
- Assist with sending out account breakdown/details to budget holders as and when requested.
- Ensure all month end journals are processed by the 10th of every month in preparation for close off
- Assist in filing all payments that have been actioned
- Assist with telephone queries as and when required
- Perform any other tasks as requested by the finance manager.

KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed