



Job Description

Accounts Executive

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our students' success and that contributions extend well beyond the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our students and school.

At VIS, we use safer recruitment practices and pre-employment background checks to maintain the highest standards of safeguarding and child safety. Staff are asked to sign a code of conduct on an annual basis and are expected to adhere to our standards and practices. We engage with our values of respect, integrity, dedication, and empathy through our professional work and relationships within our community.

Reports to: Assistant Head of Finance / Head of Finance

Purpose of Role

The Accounts Executive is responsible for managing the school's debtor function, including invoicing, payment monitoring, parent balances, and financial records related to student accounts. The role ensures accurate recording of income, timely collection of fees, proper reconciliation of payment platforms and maintenance of student financial data required for management reporting, audit and government submissions.

Key Responsibilities

Debtors & Student Billing

- Prepare and issue tuition, ASA and other student-related invoices in line with approved fee structures



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- Maintain accurate debtor accounts for all students
- Record and correctly allocate all incoming payments
- Monitor outstanding balances and follow up where required

Collections & Parent Communication

- Follow up outstanding balances in line with school finance policy
- Communicate with parents regarding invoices, balances and payments
- Provide statements of account as required
- Escalate overdue balances where necessary

Reporting

- Prepare debtor and ageing reports
- Support tracking of unpaid fees and cashflow forecasting
- Provide data for budgeting and management reporting
- Produce weekly negative reports

Payment Monitoring & Reconciliation

- Monitor all payment channels (bank transfers, gateways, online systems, website payments)
- Ensure accurate and timely recording of payments
- Investigate discrepancies or unmatched transactions
- Perform reconciliations across payment platforms, bank and finance systems
- Liaise with Admissions regarding applicant payments

Tax Rebate & Government Submissions

- Prepare and maintain data for tax rebate submissions
- Verify parent and student information
- Support corrections and queries from Government authorities

Registrar & Audit Records

- Maintain the Master Student Registrar



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- Provide accurate data for audit, reporting and Board requirements
- Ensure records are complete and properly filed

Compliance & Finance Support

- Maintain documentation for all financial transactions
 - Support audit and compliance processes
 - Assist the Finance team with ad hoc duties as required
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Qualifications

- Minimum of 2 years' experience in an accounting, finance or similar administrative role.
 - A-Level standard of education, preferably in Accounting, Business or a related field.
 - ACCA currently in progress (preferred).
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Skills and Competencies

- Strong attention to detail and accuracy
 - Good Excel skills
 - Ability to handle confidential information
 - Strong communication skills with parents and staff
 - Ability to work under pressure and meet deadlines
 - Experience with finance or school systems preferred
 - Familiarity with Google Workspace and cloud services (Desirable)
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April 2026