



## **Job Description**

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### **Accounts Clerk**

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by 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 their services wherever and whenever necessary to ensure the success of our school.

At VIS, we use safer recruitment practice 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 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.

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### **Purpose of Role**

Reports To: **Finance Manager/Assistant Finance Manager**

The Accounts Clerk supports the Finance Department with the day-to-day administration of financial transactions, ensuring accuracy, compliance and timely processing of all accounting records.

The role requires strong organisational skills, precision and confidentiality, contributing to the efficient running of the school's financial operations.

### **General Duties & Responsibilities**



## **Job Description** Administrative Assistant

- Process supplier invoices and staff expense claims accurately and in a timely manner.
- Post accounting entries and assist in maintaining up-to-date ledgers and records.
- Support the Finance Manager/Ass Finance Manager in reconciling accounts, including suppliers, customers and bank accounts.
- Monitor outstanding payments and follow up as necessary.
- Maintain well-organised digital and physical filing systems for all finance documents.
- Assist in data input for monthly and quarterly financial reports as directed.
- Ensure compliance with internal controls, finance policies and accounting procedures.

## **Qualifications**

- A minimum of an O' Level qualification in Accounts or equivalent. An A' Level or Diploma in Accounting or Finance (MQF Level 4-5) will be considered an asset.
- At least two (2) years of experience in a similar accounting or finance role.
- Familiarity with standard accounting principles and bookkeeping procedures.

## **Skills and Competencies**

- Good literacy, numeracy and IT skills.
- Proficiency in written and spoken English is mandatory.
- Good knowledge of excel is a must.
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills with the ability to prioritise effectively.