



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Role Definition

Position:	Accountant
Line Manager:	Chief Financial Officer
Place of Work:	The English School, Nicosia
Terms and Conditions	Full-time employment. Administrative contract (38 hrs per week, annual leave starting from 20 days, 13th Salary and 9.5% gratuity/provident fund)
General Duties:	<ol style="list-style-type: none">1. Accounting<ol style="list-style-type: none">a) Manage all accounting transactions, e.g. prepare all payment vouchers which will include general ledger classification and proper supporting documentation, enter all payment vouchers into the accounting system.b) Reconcile financial discrepancies by collecting and analysing account information.c) Maintain accounting controls, preparing and recommending policies and procedures.d) Support the auditors on the annual audit.2. Payments and receipts<ol style="list-style-type: none">a) Prepare payments by verifying documentation and checking against supplier contracts and budget.b) Tracking payments to internal and external stakeholders.c) Prepare and send tuition bills to the students, ensure timely collection and deposit of tuition fees.d) Collect, record and deposit any other income.3. Banks<ol style="list-style-type: none">a) Ensure timely bank payments.b) Reconcile bank statements with general ledger entries, prepare monthly bank reconciliation statements for all bank accounts.4. Budgeting<ol style="list-style-type: none">a) Assist CFO in the annual budgeting process.b) Monitoring spending and budgets, prepare monthly budget reports.

	<p>5. Reporting</p> <ul style="list-style-type: none"> a) Prepare timely and accurate management and financial reports. b) Ensure that financial statements and records comply with laws and regulations. <p>6. Other</p> <ul style="list-style-type: none"> a) Manage the procurement process in consultation with the CFO. b) Keep a petty cash. c) Control stock of consumable items. d) Take annual physical inventories of fixed assets. e) Perform financial administrative duties on behalf of the English Institute. f) Evaluate processes and systems to ensure efficiency of workflow, internal controls and adherence to accounting and auditing standards. g) Perform any other relevant duties as may be assigned by the CFO and the Head Teacher
Working hours:	To be agreed
Minimum qualification requirement:	<ul style="list-style-type: none"> • Very good Apolytirion or other school leaving certificate grade. • Academic accounting degree or member of a professional accounting body. • Written and spoken fluency in English and Greek. • Prior experience and knowledge of accounting systems is desirable but not essential.
Desired qualifications	<ul style="list-style-type: none"> • Excellent numerical and quantitative skills. • Strong attention to detail and good analytical skills. • Time management, organisation, confidentiality.
Salary	TBD

Non limiting clause

This role definition is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake. The role definition may be changed to meet changing exigencies, and following consultations with the post holder.