

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Accountant	Reference: 240219
Function/Department	Finance	Location: Hong Kong
Manager Title	Head of Finance	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- Produce timely and accurate monthly financial accounts for Hong Kong entities.
- Assist in the preparation of tax requirements, audits, reports and statutory compliance.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Month End & Year End

- In charge of month-end and year-end close process, ensure the financial statements of the schools are complied with local statutory and group reporting standard
- Prepare monthly financial accounts and reporting accurately and efficiently in order to meet compliance, ensuring all deadlines are met in accordance with the closing dates.
- Reconciliation of balance sheet to schedule / subledger
- Review and correct errors and inconsistencies in financial entries, documents and reports.
- Coordinate inter-company billings.
- Assist with budget and financial planning and forecast process on OPEX. Preparing analyses of accounts and producing monthly reports
- Assist with audits and the preparation of statutory accounts.

Day to day

- Maintain proper record of invoices billings in NetSuite System (PtP).
- Handle cash, online banking and manual cheque issuance.
- Process payments and documents such as invoices, employee expenses and reimbursements.
- Filing and retrieving of records and reports.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Continuing to improve the payment process: Identify process improvement around Account Payables, review new procedures, manuals and support NetSuite system enhancements and suggest revisions.
- Review Account Payable Aging and plan ahead of working capital required for timely payment to vendor.

Position Requirements

- Proven ability to understand and apply accounting guidelines, system updates and revisions, and policy changes.
- Ability to meet schedules and deadlines, with good time management and prioritising skills.
- Able to provide accurate, complete and timely information, and to compare data from a variety of sources for accuracy and completeness.
- Ability to work independently and in a close knit team.
- Advanced Microsoft Office especially Excel.
- Experience with Netsuite an advantage
- Conversant in Hong Kong Financial Reporting Standards.
- Well-developed communication skills in English, both written and verbal.

- Proven ability to establish effective, professional working relationships with high standard of customer service.
- Maintain professional and technical knowledge by reviewing professional publications, establishing personal networks and participating in professional societies.

Qualifications

- Degree in Accounting or Finance.
- 3+ years' experience in an accounting or financial environment.
- Experience in management reporting with at least 2 years' experience in managing full set of accounts.

Contacts

- All Hong Kong office / school staff
- Regional finance team
- School parents

Working Conditions

- Cognita Hong Kong Mong Kok office / School campus area

Terms of Employment

- Working Hours: 9:00 am – 6:00 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

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