



## Finance Manager Job Description

**Department:** Finance

**Band:** Finance Manager

**Reporting Accountability:** : Head of School (HOS)

### Scope of Responsibilities:

- 1、assist HOS in the preparation of the school's budget and monitor financial activity over the course of the fiscal year;
- 2、supervise Cashier, Finance Assistant, Asset Management Assistant, Procurement Specialist and other Finance department staff;
- 3、oversee the purchasing of supplies, furniture, and other assets to maximize expediency and best price;
- 4、maintain an accurate record of all fixed assets;
- 5、develop internal control policy/procedures to mitigate financial risk;
- 6、provide financial reports, including pay statement, tax documents and annual reports as directed and interpret financial information to the HOS and Senior Leadership Team (SLT) while recommending further courses of action where appropriate;
- 7、assist the HOS and SLT in developing and monitoring a 5-Year financial plan for Sias IS;
- 8、oversee operations of the finance department, set goals and objectives, and design a framework for these to be met;
- 9、create and manage proper accounting/operation procedures and manage the process, including reimbursements, loans, payments, general accounting booking (accounts receivable, accounts payable, and the general ledger);
- 10、maintain up-to-date personnel data for payroll, social security filing, insurances in conjunct with HR staff;
- 11、create workflow procedures for processing local and foreign staff payroll, managing their benefits, maintaining personnel pay information and reconcile payroll data;

### Location 地址

Longhu Middle Ring Road and Chaoyang Road Intersection, Zhengdong New District, Zhengzhou City, Henan Province, China  
中国河南省郑州市郑东新区龙湖中环路与朝阳路交叉口

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- 12、manage payroll changes and social security changes as required;
- 13、manage personnel insurance for Chinese and Foreign Staff, including local and international medical/health and dental insurance, social Insurance for Chinese personnel, and other insurance-related benefits;
- 14、manage all insurances for the school - property, public liability, student incident...etc; and liaise with insurance company (-ies) to coordinate insurance claims and questions related to claims;
- 15、provide good service to staff and various school departments to support their daily operation requirements;
- 16、other duties as assigned by the HOS;

**Comply with the code of conduct in the child protection policy and the code of conduct for non-smoking in the operational areas of the school district, etc.**

### **Qualifications Required:**

- 1、minimum of a Bachelor degree in Finance, Accounting or Economics;
- 2、professional qualification such as CFA/CPA or similar will be considered a plus;
- 3、familiarity with China GAAP and regulations; any knowledge of US GAAP will be Asset;
- 4、working knowledge of all relevant statutory legislation and regulations applicable to Sias IS;
- 5、a demonstrated understanding of financial statistics and accounting principles;
- 6、minimum 3 years relevant experience; work in an education environment, particularly in K-12, will be considered a plus;
- 7、ability to guide and lead employees to ensure appropriate financial processes are being used;
- 8、excellent skill on Microsoft Office suite, Word, Excel, iOS; proficient user of finance software;
- 9、excellent English communication skill both in verbal and writing;
- 10、strong communication skills with both internal staff, parents and external customers;
- 11、preferred work in an education environment, particularly in K-12;
- 12、native Chinese speaker as well as proficient English language skills in speaking and writing;
- 13、demonstrated strong organizational skills, and analytical ability;
- 14、ability to work under pressure and to tight deadlines maintaining attention to detail and solving problems;
- 15、team player with good interpersonal skills;
- 16、initiative, reliable, leadership and professional working ethic with strong interpersonal, communication and presentation skills;
- 17、process, workflow and documentation development;

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18、personal qualities associated with Sias IS school-wide learner outcomes.

**Sias IS is committed to the protection of all children and young people from harm.**

## 财务经理岗位描述

部门：财务部

合同期限：3 年

汇报上级：校长

### 职责描述：

- 1、协助校长（HOS）准备学校预算，并在财年内监控财务活动；
- 2、监督出纳员、财务助理、资产管理助理、采购专员及其他财务部门工作人员；
- 3、监督采购供应品、家具及其他资产，以最大化效率和获得最佳价格；
- 4、维护所有固定资产的准确记录；
- 5、制定内部控制政策和程序，以降低财务风险；
- 6、根据要求提供财务报告，包括工资单、税务文件和年度报告，向校长及高级领导团队（SLT）解读财务信息，并在适当时推荐进一步的行动方案；

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- 7、协助校长和高级领导团队制定和监控 Sias IS 的 5 年财务计划；
- 8、监督财务部门的运作，设定目标和任务，并设计框架以实现这些目标；
- 9、创建并管理适当的会计/操作程序，包括报销、贷款、付款、一般会计记录（应收账款、应付账款和总账）；
- 10、与人力资源部门共同维护最新的人员数据，包括工资、社会保险申报和保险；
- 11、创建处理本地和外国员工薪资、管理福利、维护人员工资信息并核对薪资数据的工作流程；
- 12、根据需要管理薪资变动和社会保险变动；
- 13、管理中国和外国员工的人员保险，包括本地和国际医疗/健康及牙科保险、中国员工的社会保险以及其他保险相关福利；
- 14、管理学校的所有保险，包括财产保险、公共责任保险、学生事故保险等；并与保险公司协调处理保险索赔和相关问题；
- 15、为员工和各个学校部门提供良好的服务，支持他们的日常运营需求；
- 16、完成校长分配的其他任务；

遵守儿童保护政策中的行为准则与校区运行区域禁烟行为准则等。

### 岗位要求：

- 1、具备金融、会计或经济学本科及以上学历；
- 2、持有专业资格证书，如 CFA/CPA 或类似证书者优先；
- 3、熟悉中国会计准则（GAAP）和相关法规；了解美国会计准则（US GAAP）者优先；
- 4、具备所有适用于 Sias IS 的相关法律法规的工作知识；

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- 5、对财务统计和会计原则有深入理解；
- 6、至少有3年相关工作经验；有教育环境（特别是K-12）的工作经验者优先；
- 7、能够指导和领导员工，确保使用适当的财务流程；
- 8、熟练使用 Microsoft Office 办公套件，包括 Word、Excel、iOS；熟练使用财务软件；
- 9、优秀的英语沟通能力，包括口头和书面表达；
- 10、与内部员工、家长及外部客户有良好的沟通能力；
- 11、在国际学校（特别是K-12）的工作经验优先；
- 12、具备流利的英语口语和书面表达能力；
- 13、展示出强大的组织能力和分析能力；
- 14、能够在压力下工作，并在紧迫的期限内保持对细节的关注和解决问题的能力；
- 15、有团队合作精神和良好的人际交往技能；
- 16、积极主动、可靠，具备领导能力和专业工作伦理，具有较强人际交往、沟通和演讲技巧；
- 17、具备流程、工作流程和文档开发能力；
- 18、具备符合学校学习成果的个人素质。

西亚斯外籍人员子女学校致力于保护所有儿童和青少年免受伤害。

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