

Job Description

Executive - Finance (Accounts Payable)

Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS with the aim to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

Reports to

Finance Manager, or to any other person(s) designated by the Finance Manager.

Main Working Relationships

SLT, BMT, Head of Student Services, Admin Staff

Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission and Motto.
- Model and encourage a culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

Position-Specific Responsibilities

General Financial Operations

- Ensure timely payments to all suppliers, service providers, parents and staff.
- Ensure that all supplier invoices/staff reimbursements are properly supported by relevant documents before payment is made, which includes but is not restricted to the following:-
 - Purchase Requisition Form (PR) duly approved by the respective HoD and approving authority as per the latest Capex and Opex Approval Matrix;
 - Purchase Order (if any);
 - Delivery Order with acknowledged receipt of goods in good order and condition;
 - Official Receipts;
 - Leaver's form;
 - Correspondences, etc.
- To indicate on every invoice the correct Account Code before data entry into the AP module of the AutoCount system.



- Ensure that the data entry of all entries in the AP batches of the AutoCount system is correct before posting.
- Ensure the correctness of the details on the Payment Vouchers before printing.
- Ensure that the details on the cheque issued are correct before printing.
- Check if the details written on the TT form match the details on the invoice/payment voucher.
- Liaise with the banker on the confirmation of cheques / TT issued.
- Update details of all cheques/TTs issued and/or cancelled in the Payment Voucher Register.
- Perform reconciliation of AP outstanding with GL Control Account on a monthly basis and ensure that all discrepancies are resolved.
- Prepare petty cash vouchers with proper supporting documents for amounts less than RM300.
- Perform reconciliation of supplier statements on a monthly basis.

Other Duties

- Liaise with both internal and external parties including bankers, auditors, tax agents and company secretaries on all statutory and tax requirements compliances
- Undertake any other duties/assignments as and when directed by the line manager

Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- Must possess a firm grasp of accounting knowledge
- Working knowledge of computerized accounting software AutoCount



Required Qualifications

Minimum Academic/Professional Qualification

- Possess a recognised Degree/Professional Accounting qualifications in ACCA, CIMA, MACPA or its equivalent

Related Experience

- Minimum 2-3 years of relevant working experience, preferably in the education industry

Competencies (Knowledge, Skills & Abilities)

- Strong leadership and interpersonal skills that enable working with people at all levels, motivate others and change people's attitudes when necessary
- Possess general knowledge of Microsoft Office, G-Suite or similar software. Knowledge in Autocount accounting software is an added advantage.
- Interpersonal skills that enable working with people at all levels, motivate others and change people's attitudes when necessary.
- Superior ability to communicate effectively in writing and verbally.
- Meticulous, analytical, self-motivated and result-oriented
- Initiative and the ability to offer new ideas.
- Problem-solving and negotiation skills.
- Organisational and planning skills to manage own time, as well as the team working under them to meet deadlines and objectives.
- Strong goal and results-based orientation.
- Good personal presentation.
- Able to work under pressure, with tight deadlines and independently.
- Detailed and organized.

Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

