



WELLINGTON COLLEGE
CHINA

惠灵顿(中国)

WE ARE HIRING |



We are Our People

JOB DESCRIPTION

Finance Assistant



Premium school with small
class sizes and generous
non-contact time



Personalised professional
development pathways



HR Asia's best
company to work for
in Asia 2020 and 2021



Competitive salary
and benefits

ABOUT US

Wellington College Hangzhou opened in 2018, showcasing a world-class modern campus educating pupils from age 2 – 18 years old. Our vision to create a caring, international community harnesses the diversity of both East and West cultures through traditional Wellington core Values and Identity. Providing a foundation to grow academic excellence, complemented by a breadth of co-curricular opportunities.

Huili Nursery School provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of a Primary and Senior School offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Huili School Hangzhou comprises a Primary and Junior High School bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Wellington College Hangzhou Sixth Form offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

OUR IDENTITY

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the individual child's specific needs. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their children. In addition, by articulating and linking our educational frameworks and planning to the needs of our children, we can constantly monitor and evaluate our practice for further modifications and reflection.

At Wellington College Hangzhou, we celebrate our position as a cultural junction and acknowledge and respect the cultural sensitivities of our setting. In embracing the complete marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

Inspired · Intellectual · Independent · Individual · Inclusive

BASIC INFORMATION

JOB TITLE

Finance Assistant

DEPARTMENT

Non-academic

SUPERVISOR

Finance Manager

KEY RESPONSIBILITIES

- Management all cash and bank payments, prepare monthly bank reconciliations, review supporting documents
- Maintain daily account of daily transactions, balancing the daily account at the end of each day, checking daily cash balance
- Preparing and posting nominal ledger journals and adjustments to the accounting system
- Issue billing and official tax invoices
- Issue receipts for payments received. Monitor collection of fees promptly.
- Issue refunds according to fee policy
- Keeping debtors in good order and liaising with Admissions Administrator to maintain ledgers
- Assist on implementing internal control procedures
- Assist supervisor with monthly cashflow forecast
- Assist supervisor in the preparation of statutory reports and management reports
- Carry out financial analysis as necessary
- Liaise with external agents as required

JOB QUALIFICATIONS

BASIC QUALIFICATION

Education

Bachelor's degree

Major

Accountancy

Language

Fluent written and spoken English.

EXPERIENCE

Working Experience

3+ years accounting experience, ideally in a context that includes international staff.

Management Experience

Experience of accounting software is advantageous.

EXPERTISE

- Experience of multinational company/education setting preferred
- Fluency in English and Chinese
- Independent and responsible
- High integrity and honesty
- Accuracy and attention to details
- The ability to prioritize workload and meet deadlines
- Excellent communication skills with a diverse range of people and interpersonal skills
- Technology user skills sufficient to prepare reports in Excel and Word, and aptitude to operate appropriate databases, e.g. Microsoft Dynamics
- Ability to work to tight timelines.
- Able to work long hours and occasional weekends for events

PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment
- Strong passion for the education industry
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



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Our People**