



POSITION: Finance Intern

ABOUT US

Huili School Shanghai provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Huili identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at Huili.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

BASIC INFORMATION

JOB TITLE	Finance Intern	DEPARTMENT	Non-academic
SUPERVISOR	Finance Manager		

OBJECTIVES

- Candidates must have exceptional communication skills, the ability to manage multiple task efficiently, excellent judgment; comfortable juggling tasks from mundane to the more strategic and can work productively in a fast-paced, team- oriented environment.
- To assist finance team with administration of school issues.

KEY RESPONSIBILITIES:

1. Responsible for capex and low value assets label printing, label pasting;
2. Responsible for capex and low value assets physical counting in 3 schools;
3. Take in charge of bank and tax field work for shanghai schools.
4. Investigate the difference between physical and bookkeeping record;
5. Monitor voucher settlement with monthly schedule for shanghai schools.
6. Other relevant tasks and supports.

JOB QUALIFICATIONS:

1. Junior student, Senior student, Second-year or third-year graduate students.
2. Fluency in English and Chinese
3. Available more than 3 days one week