Position: Finance Manager  
Department: Finance

JOB DESCRIPTION

Role Description / Working Relationships

The Finance Manager is in charge of the Finance Office of the school’s business operation, which involves supervising and managing a team of personnel and undertaking management responsibilities in finance & accounting.

JOB SPECIFICATIONS

Finance & Accounting

- Manages and administers the Finance operations of the school by implementing best practice and effective procedures & processes in accordance with the school’s finance procedures while supporting the school’s daily operation.
- Manages and oversees a team of professional accountants on the proper accounting of the school’s payroll, taxes, finances and cash management which meets the PRC accounting & audit requirements.
- Formulates the annual budgetary planning of the school’s operations and works closely with the School Director, Director of Operations, Senior Management Team, Divisional Heads, and Staff Members to ensure best budget performance at the end of each school/fiscal year.
- Arranges for the annual audit of School financial records by an independent public accountant selected by the Board.
- Supervises the preparation of an appropriately detailed monthly and year-end financial report for the Director, the Board of Trustees, the Finance Committee, and cost center directors.
- Ensures the adoption and maintenance of a financial software system that complies with laws and regulations and also maximizes utility with other school information systems.
- Ensures that a natural control environment is implemented and complied with in respect of the school procedures and PRC laws and regulations. Regularly reports on compliance issues and proactively seeks and mitigates areas of risk in finance.

Finance Managerial Responsibilities

- Encourages a strong team spirit by discussing issues appropriately with colleagues
- Ensuring every team members have “smart” business target; keeping on tracking, supervising and supporting people to accomplish target.
• Building a team of “being open; knowledge sharing and accountable
• Inspires the team to be more satisfied, self-disciplined and self-motivated

Service Orientation

• Provides quality support services to the WAB community including parents, students, staff, external establishments, outreach community and Chinese educational front.
• Committed to enhance the overall service culture and quality excellence of each operational unit to meet the needs of WAB’s internal and external communities.

PERSON SPECIFICATIONS

The successful applicant is expected to have the following skills, abilities, knowledge and experience:

1. Personal Skills and Abilities
   • Possess a strong command of written and spoken English.
   • Possess a strong command of written and spoken Chinese.
   • Positive interpersonal and effective communication skills
   • Positive and dynamic “can-do” work attitude
   • Strong aptitude in computer skills
   • Excellent organization skills
   • Team player and willing to learn

2. Qualifications
   • Possess an academic qualification of at least a Bachelor Degree, Master’s preferred, in the area of Accounting, Finance, Business Administration, or Economics.
   • Certification in Accountancy, Finance, or equivalent

3. Knowledge
   • Possess knowledge pertaining to the PRC and International Accounting Standards and Practices.

4. Experience
   • Possess relevant working experience of at least 5 years in the area of Finance or Accounting and Business Administration at the managerial or supervisory level. Working experience in China is a must.