

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position **commencing as soon as possible or as mutually agreed.**



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

ACCOUNTING ASSISTANT

Reporting directly to the Senior Finance Manager, you will play a crucial role in maintaining the school's financial health by ensuring accurate and timely processing of accounting records and reports. This is an excellent opportunity to contribute to the smooth operation of GSIS and further develop your accounting skills.

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Key responsibilities

- Efficiently processing invoices and payments, ensuring accuracy and adherence to procedures.
- Maintaining up-to-date Accounts Payable and assist in Accounts Receivable records.
- Conducting thorough reconciliations of purchase requests, purchase orders and invoices to resolve any discrepancies.
- Proactively following up on outstanding payments and ensure timely payments.
- Performing bank reconciliations.
- Maintaining and updating the fixed asset register.
- Providing support during audits by preparing necessary documentation and information.
- Assisting in the preparation of monthly financial statements and management reports.
- Providing support in payroll and MPF matters, including data sorting and monthly reporting.
- Managing the school's petty cash.
- Assist in banks and all related issues and updates.

What we are looking for:

- A minimum of 3/4 years of practical or relevant experience in finance-related role (preferably with solid Accounts Payable experiences).
- A relevant Accounting Diploma (e.g., LCCI)/Associated Degree/related discipline is highly desirable.
- Proven experience using SAP or SAPb1 and electronic payment platform.
- Proficiency in Microsoft Office applications.
- A sound understanding of local and international accounting standards (IFRS).
- Detailed-oriented with the ability to manage multiple priorities and deadlines.
- Good communication skills in both English and Cantonese (both spoken and written).

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources. Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.