

The British School Manila has an urgent requirement for a prospective member of the **support staff** who will take the following position in **December 2017**.

Finance Assistant (Fixed-term Contract)

You will be working under the Finance Department, and will be introduced to Microsoft Dynamics GP, a financial/ERP software built on highly-scalable platform of **Microsoft** technologies.

Specifically, amongst all other tasks, the Finance Assistant is needed:

1. To assist in maintaining updates for Fixed Asset module.
2. To assist in the e-remittance of government-required contributions and updates of records.
3. To assist in the timely submission of collections / deposits.

Qualifications:

1. Preferably a Certified Public Accountant with above-average academic record.
2. Preferably with at least 2 years of relevant work experience, but fresh graduates are welcome to apply.
3. Shows great attention to detail and has strong interpersonal skills. Organised, systematic and diligent.
4. Work experience in a multi-cultural environment is an advantage.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications. Selected applicant may be given an opportunity for a regular position depending on performance.

Application:

Apply now! Send you application letter and resume to:

Leo Carlo Sarion

Human Resources Officer

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

We will respond to shortlisted applicants only.

Deadline of application will be on Friday, 17 November 2017.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep School (IAPS).

At present 900+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 28%, Filipinos 22%, Australians 10%, Canadians 10% and Americans 10% of the total population.