



Vienna International School

Job Description

Job Title: Accounts Payable Accountant

Responsible to: Business Manager

Admin Salary Scale: D

% of Employment: 100% (38,5 hours/week)

Job Summary: The Accounts Payable Accountant is responsible for all tasks related to Accounts Payable and Liability Accounting.

Personnel Specification	Essential	Desirable
Minimum Qualifications	<ul style="list-style-type: none"> - Certified accountant - Fluency in English and German (oral and written skills) 	-
Professional Experience	<ul style="list-style-type: none"> - 3 years' experience in Accounts Payable - At least 5 years cumulative experience in all areas of accounting - Experience in value added tax and reverse charge 	<ul style="list-style-type: none"> - Previous experience in a non-profit organisation - Previous experience in an international environment
Professional Understanding and Knowledge	<ul style="list-style-type: none"> - Profound experience using ERP accounting software - Profound knowledge of excel and the Microsoft Suite of apps 	-Experience with BMD ERP systems
Professional Competencies	<ul style="list-style-type: none"> - Team player - Drive for results - Delivery against financial close deadlines - Coordination and collaboration skills - Excellent communication skills - Well organised 	- Managing and measuring results
Beliefs and Values	<ul style="list-style-type: none"> - A strong commitment to the beliefs and values of the three IB programmes - A strong commitment to the belief that all children can be successful - A willingness to support and promote intercultural understanding and international mindedness - A willingness to actively promote Diversity, Equity, Inclusion and Justice - A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners 	



KEY RESPONSIBILITY AREAS

- Control and accurate accounting of invoices
- Payment runs according to the established procedures
- Control, disbursement and accurate accounting of Petty Cash according to established procedures
- Control and accurate accounting for employee expense reimbursements
- Other administrative duties within the finance department
- Back-up for other Finance staff when required

General

The Accountants Payable Accountant is expected to:

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director within the scope of responsibilities as Accounts Payable Accountant.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.

Review

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

Framework

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programme
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development