

Job Description – Finance Advisor – Asia Payables

Company context

INTO's Mission: *Through innovative partnerships with leading universities, we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.*

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our Mission is underpinned by five core values: Purpose, Partnership, Performance, Passion and Pride. We seek employees who share these values in an organisation which has a diversity of talent specialisms and cultures.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Role Context

The Asia Payables finance team supports the finance function for INTO's regional offices around the world. The Finance Advisor role is an entry role which is primary a transactional finance role e.g. accounts payable with some system admin and company secretarial related duties.

Reporting Line

The post holder functionally reports to Senior Finance Advisor, Asia Payables.

Key Accountabilities

- Accurate and complete accounting records
- Working within statutory compliance and company guidelines

Principle responsibilities and duties

- Deal with daily transactions
- Assisting with month end closing
- Create reimbursement for employees
- Validate invoices received, upload into finance system
- Answer requests and queries from the internal and external stakeholders
- Monthly reconciliations (cash, bank, card payments)
- Inter-company transactions and recharges
- Periodic reporting as necessary

The post holder must be able to demonstrate with evidence the following.

Education and qualifications	Essential	Desirable
Graduate		*
Self-sufficient IT skills	*	
Studying for accounting qualification		*
Experience, knowledge & skills	Essential	Desirable
Previous accounting experience		*
Very good Excel skills	*	
Knowledge of FinancialForce		*
High level of communication skills—good written and spoken English.	*	
Project management skills		*
Commercial mind set	*	
Strong customer service focus	*	
Personal attributes	Essential	Desirable
Flexibility	*	
Cultural awareness and sensitivity	*	
Positive attitudes and behaviours—seeks solutions	*	
Legal status	Essential	Desirable
Current Passport to enable world travel	*	
Compliance with HK based work status	*	

Location

The post is based in Hong Kong. Travel within the UK and globally may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or Partner location at any time.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.