



# THE INTERNATIONAL SCHOOL @ PARKCITY

K U A L A L U M P U R <sup>®</sup>

The International School @ ParkCity, located in the exclusive residential area of Desa ParkCity ([www.desaparkcity.com](http://www.desaparkcity.com)), Kuala Lumpur, Malaysia, opened in September 2011 and quickly established itself as a special and dynamic place for children to learn. Student enrolment is approaching 1000 across the 3 to 18 years age range. ISP recognizes that the caliber of the staff appointed is paramount to creating this unique learning environment and seeks to recruit people who complement each other with the aim of becoming better at everything that we do.

## Accounts Officer

### Scope, Duties and Responsibilities:

- Ensure prompt collections and good credit control;
- Ensure prompt and correct disbursement of invoices ;
- Perform Journal Entries & Accounts Ledgers such as GL, AR & AP;
- Maintains finance security by adhering to internal controls and confidentiality;
- Other assignments as may be required from time to time;

### Requirements:-

- Must have the accounts knowledge or qualifications to perform the role.
- At least two (2) years of related work experience .
- Possess good supervisory skills and able to communicate well at all levels.
- Able to work independently while maintaining good teamwork.
- Must be able to support the aims and the ethos of the school.
- Must set a good example in dress, punctuality, attendance and other areas.
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For information on the school and the application process, please visit our website at [www.ISP.edu.my](http://www.ISP.edu.my)

For more information on the location of the school, please visit [www.desaparkcity.com](http://www.desaparkcity.com)

- *only shortlisted candidates will be notified*