

Chief Accountant - Job Description

SUMMARY

The Chief Accountant reports to the Director of Finance.

GUIDING PRINCIPLES

- Supports and advances the Mission, Vision and Beliefs of the Tashkent International School.
- Supports student learning and achievement through cooperative effort and best practices.
- Supports and promotes the K-12 curriculum based upon the IB goals and mission.
- Supports and advances international education
- Incorporates current research and best practices in decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Preparation of monthly, quarterly and annual financial reports
- Preparation of monthly, quarterly and annual budget execution reports
- Maintaining accurate and up to date records of all financial transactions
- Recording, classifying, and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards
- Using various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data for accounting and reporting purposes
- Bringing to the attention of the management any abnormality in the disbursement of the School's funds
- Computation and payment of staff salaries on a monthly basis
- Advising and assisting the Management in the compilation and control of School budget
- Reconciliation of bank statements
- Ensuring appropriate financial control in compliance with Uzbek legislation
- Advising on the improvement of financial management system, internal control system, the use of financial management software, the medium-term and program budgeting
- Cooperation with external auditors to carry out annual external auditing
- Supervision the day-to-day operation of the accounting
- Other financial management duties assigned by the Director of Finance.

QUALIFICATIONS

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- Minimum Bachelor's degree in accounting/finance, CAP certificate is preferable.
- Five or more years of experience on Chief Accountant position.
- Ability to work in a multicultural diverse environment and under pressure;
- Demonstrated ability to handle confidential information in a sensitive and tactful manner. Adhere to strict confidentiality involving, staffing concerns, student matters, and internal/external correspondence.
- Take decisive action on opportunities to achieve specific outcomes. Convey a sense of urgency when appropriate and persists in the face of obstacles. Get results and adds value.
- Good verbal, written and interpersonal communication skills in English [and Russian](#)
- Solid proficiency with Microsoft Office Applications (Word, Excel, PowerPoint, and Outlook) along with 1C accounting software.
- Ability to plan, manage and follow through on assignments and communicate at all levels of the organization in a timely and professional manner.
- Ability to work independently and as a member of a team with minimal supervision.