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ROC: 200514169H GST: 20-0514169-H



:: *nurturing* future leaders  
and global citizens ::

ACS (International)

## Accounts Officer (Accounts Payable)

### ACS (International) Background

ACS (International) Singapore is part of the prestigious ACS family of schools whose proud legacy reaches back to 1886. Opening our doors in 2005, ACS (International) is a secondary school (12 – 18 years old) that serves both Singaporean and international students, with a diverse mix of 30 nationalities. Academic outcomes are a critical area of performance for the school, in conjunction with strong holistic development of students. The school offers the IGCSE programme with approximately 180 students graduating each year with over 50% of all grades being A or A\*. The school offers the IB Diploma programme with approximately 180 students graduating with an average IB score of 36, including perfect scores of 45. Graduates attend universities across the globe, including Oxbridge and Ivy league universities.

ACS (International) is an [Accredited Member of the Council for International Schools](#).

ACS (International) is looking for an Accounts Officer who is incredibly organized and have a keen eye for details. We believe that being able to multitask and highly motivated is paramount to the role. Therefore, we are looking to appoint an individual who is a team player, enthusiastic and flexible.

The start date will be by arrangement.

### We are looking for someone who:

- is a qualified individual with at least GCE 'A' Level or a Diploma in Accounting with 3 to 5 years of relevant experience;
- has excellent verbal communications and listening skills to interact with various stake holders;
- is able to deal with emergencies in a timely and effective manner;
- can work well in a team and individually;
- possess professional personal presentation and high stress tolerance;
- can prioritize responsibilities in a fast-paced work environment;
- is willing to be flexible and undertake further training / development opportunities;
- respects that the school is founded on and adheres to Christian (Methodist) values;

### Benefits:

- a professionally stimulating environment, working alongside motivated colleagues from around the world;
- continuing professional development;

- competitive salary package.
- Applications to [recruiting@acsinternational.edu.sg](mailto:recruiting@acsinternational.edu.sg) must be accompanied by a covering letter, a C.V., a completed application form and names (including contact details and email addresses) of two referees (with at least one of them is/was your reporting officer).
- Full details including an application form are available on our school website: [www.acsinternational.edu.sg](http://www.acsinternational.edu.sg)
- Shortlisted candidates will be contacted by email for further details and to schedule an interview.

***ACS (International) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safe recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to a background check and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).***