

About City Kids Preschool & Little Stars

City Kids is a small, not-for-profit, English speaking, Early Years Centre with a strong focus on creating a nurturing and welcoming environment for our students, parents and staff. City Kids operates a Preschool and a Little Stars (playgroup) class for children aged between 10 months and 5 years. The operation of these programs is guided by our vision that play is fundamental to the safe, happy and healthy development of young children as they begin their early years education.

POSITION AVAILABLE: Office Manager Finance

We are looking for a part time Office Manager (working 4 days a week) who will embrace the culture and values of City Kids. This position's main responsibilities are to manage the school office, provide administrative and clerical support to the Head of Little Stars and Preschool Principal, together with managing the full finance responsibilities of the school. This is an autonomous role, and you need to be comfortable being independent and making decisions.

REPORTING RELATIONSHIPS:

- Report to Preschool Principal and Head of Little Stars
- Work alongside a second Office Manager
- Keep regular meetings with Board Treasurer and Board members

JOB RESPONSIBILITIES

Administrative support for Preschool & Little Stars (60%):

- Provide full administrative and clerical support to the Preschool Principal and Head of Little Stars
- Run the school office with other office team members
- Answer and respond to all telephone queries
- Help coordinate the opening and closing of school during adverse weather warnings
- Review the Preschool waiting list, understand the school's needs and make offers accordingly for vacant student spots
- Assist with advertising and marketing duties
- Communicate with parents, staff and suppliers
- Assist with AGM documentation, reports and notification
- Maintain Preschool and Little Stars contact lists
- Oversee and maintain a wide variety of records and reports, including student and staff records
- Receive student applications and maintain databases
- Create forms and newsletters
- Respond to waiting list queries
- Arrange annual insurance for school (incl worker comp)

- Ensure that maintenance of building as per government building requirement (fire – yearly, structural – biannual) are completed
- Maintain contracts and ensure employees provide requisite documentation for Inland Revenue Department, Education Board and for immigration purposes (in communication with the Principal, Head of Little Stars and Chairperson of the board)
- Attend our annual Christmas fair and collect funds raised
- Perform other related duties as assigned

Finance (40%):

- Issue invoices and ensure fees are collected and recorded
- Manage banking responsibilities
- Manage full payroll and MPF processes
- Handle accounts payable and receivable
- Maintain petty cash fund
- Reconcile monthly accounts
- Do monthly analysis of financial position and report to the Board
- Prepare and monitor forecasts and budgets
- Manage annual audit responsibilities
- Maintain an orderly accounting filing system
- Comply with Inland Revenue and Companies Registry reporting requirements
- Communicate with Bank, Inland Revenue and Education Bureau representatives
- Maintain employment documentation
- Handle annual fee increase application with Education Bureau
- Ensure board, preschool principal and head of Little Stars have a clear understanding of the ongoing financial position of the school
- Perform other related duties as assigned

REQUIRED SKILLS AND EXPERIENCE

Applicants must have:

- HK ID card and appropriate working visa
- Minimum of 3 years of working experience in the administrative field, preferable in a school office setting
- Minimum of 2 years of work experience in a finance role
- Broad experience with Microsoft Office including advanced Microsoft Word and Excel skills
- Experience with QuickBooks or similar accounting packages and be proficient in full suite of finance functions and responsibilities
- Experience with a variety of systems (Acuity, Google forms, Mailchimp etc.)
- A knowledge of school operations, policies and procedures and regulations affecting school operations

Applicants are required to:

- Maintain strict confidentiality
- Maintain accurate and detailed records
- Maintain positive relationship with students, staff, parents and the public
- Perform all duties in accordance with applicable Board policies, District and legal requirements.
- Work effectively as a member of the team and work with diverse range of people
- Perform multiple tasks simultaneously and flexibly within a changing environment
- Meet and maintain punctuality and attendance expectations
- Command a high standard of written and oral English
- Have good organisation skills, methodical and logical thinking
- Be detail-oriented and work with a high degree of accuracy

Applicants can send their covering letter and CV by February 28th 2023 to Marie Marchand at principal@citykidshk.org