

Cognita Schools are 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. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Accountant	Reference: 240219
Function/Department	Finance	Location: Hong Kong
Manager Title	Head of Finance	
Position Type	Permanent	
Position Status	Full Time	

s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the Schools Child Protection Officer.

- Ability to work independently and in a close knit team.
- Advanced Microsoft Office especially Excel.
- Experience with Netsuite an advantage
- Conversant in Hong Kong Financial Reporting Standards.

- Well-developed communication skills in English, both written and verbal.

