

Xi'an Liangjiatan International School

Job Description

Department: Admin Department
Position: Admin Officer -- Internal audit and Archives Management
Direct Supervisor: Head of Admin

XLIS Mission

XLIS provides a non-profit education focusing on enabling students to be confident, open-minded global citizens through life-long learning and a sense of community.

XLIS Vision

To lead education through innovation and a student-centered, community-driven approach.

Main Responsibilities:

I. Internal audit

Perform the following major internal audit responsibilities:

1. Be familiar with the relevant requirements of administrative institutions and state-owned enterprises for the implementation of government budget revenue and expenditure management, and be able to independently conduct professional inspection, review, and supervision of accounting materials in accordance with government management standards.
2. Develop the school's internal audit management system and audit plan and organize their implementation after approval.
3. Audit the school's financial revenue and expenditure, budget, final accounts and related economic activities.
4. Audit the school's fixed assets projects.
5. Audit the school's economic management and efficiency.
6. Audit the school's internal control and risk management.
7. In accordance with the relevant regulations of the higher-level education system party committee, audit the performance of economic responsibilities by the leaders of the school's internal management:

8. Conduct audits on the school's implementation of major national policies and measures.
9. Audit the school's development plans, strategic decisions, major measures and the implementation of annual business plans.
10. Supervise and inspect the implementation of rectification of audit projects.
11. Cooperate, coordinate and communicate with external audit companies to carry out audit work.
12. Organize and participate in audit training and business exchange activities.
13. Liaise with legal affairs, review contracts, be familiar with government procurement management, especially recruitment procedures, and do a good job in contract management.
14. Other audit matters.
15. Applicants with experience in financial management in the education industry will be given priority.

II. Archives Management

Perform the following major internal audit responsibilities:

1. Conscientiously implement the laws, regulations and relevant policies of the party, the state and the superior authorities on archives work. Formulate work plans for archives, conduct work summaries, guidance, supervision, and inspections.
2. In accordance with the "Regulations on the Standards of Archives Management", he is responsible for the scientific and systematic management of the reception, classification, cataloging, compilation, and retrieval tools of various archives. Loaned files must be registered and returned regularly for filing to ensure that the files are complete and complete; old files must be checked regularly to ensure the safety of archival materials.
3. Actively carry out archives knowledge publicity work to enhance the archives awareness of all party members, cadres and faculty. Identify the files that have expired and report to the supervisor for processing.
4. Actively develop archival information resources and continuously improve work quality and efficiency.
5. Establish and strengthen the concept of confidentiality, and do a good job in keeping documents, materials, and archives confidential and safe.

6. Responsible for the collection, sorting, archiving, storage, statistics, borrowing, cleaning, and expiration destruction of school archives.

7. Establish and improve the management and identification, borrowing and destruction processes of archives; do a good job in standardized management of archives rooms.

III. Other Responsibilities

1. Actively support various school-wide activities, conscientiously cooperate with relevant departments, and assist in the orderly operation of the activities.
2. Participate in school safety inspections or epidemic prevention according to school arrangements and create a good safety environment for school education and teaching.
3. Execute related work assignments on time and perform specific duties conscientiously according to other ad hoc work arrangements.

Professionalism:

- Adheres to school policies and ethical guidelines.
- Sets goals for improvement of knowledge and skills, and record and monitor the progress of personal growth program.
- Incorporates learning from professional growth opportunities into work practice.
- Establishes a climate of trust and teamwork by being fair, caring, respectful, and enthusiastic.
- Works in a collegial and collaborative manner with teachers, other school personnel, and the community.
- Serves as a contributing member of the school's professional learning community through collaboration with teaching colleagues.
- Demonstrates consistent mastery of standard oral and written English in all communication.
- Engages in activities outside the classroom intended for school and student enhancement such as cover, supervision duties, professional development, and meetings.

Skills required:

1. Proficient and fluent in Chinese and English expression and cross-cultural communication skills.
2. Excellent teamwork, organization and coordination skills.
3. Strong sense of responsibility, execution ability and problem-solving ability.
4. Be familiar with the relevant requirements of administrative institutions and state-owned enterprises for the implementation of government internal audit management,

and be able to independently conduct professional inspections, reviews, and supervision of materials in accordance with government management standards.

5. Familiar with government procurement management, especially recruitment procedures and contract review.

6. Bachelor's degree or above in financial auditing, more than six years of relevant industry work experience, familiar with the internal audit process, and able to independently complete internal audit tasks;

7. Be familiar with accounting systems, accounting standards, and auditing professional and technical knowledge, have strong logical thinking, communication and coordination skills, and written expression skills, and have strong financial audit analysis skills.

Qualification requirements for candidates

1. Bachelor's degree or above, major in accounting, auditing or economics;

2. Proficient in using office software such as Word, Excel and PowerPoint.

3. Applicants with experience in financial management in accounting firms and education industry will be given priority.

4. Have good moral quality, high sense of responsibility and justice.

5. Have a strong sense of confidentiality.

6. Have high insight and comprehensive judgment ability.