

## The French School of Seoul is recruiting an accountant

The recruitment is for the beginning of May 2024.

### Missions

Under the supervision of the Chief Financial Officer, the accountant takes care of financial data to ensure the reliability of data flows and their correct registration in the bookkeeping, and prepares regular closing and financial reports and adhoc financial analysis.

### Job activities and tasks

- Data entries and controlling of data flows between softwares
  - Processing of general and analytical bookkeeping (in the accounting software, and in the purchasing software)
  - Collection of supporting evidences
  - Process and control, on a regular basis, of data flows from operational softwares (invoicing software, purchasing software) to accounting software
  - Key first contact with the some software suppliers (purchasing, accounting software, regarding configuration and interfaces between software)
- Handling of monthly closing:
  - Revenue reconciliation (in relation with the invoicing team)
  - Balance sheet accounts reconciliation (accounts receivable in relation with the invoicing team; accounts payable; assets and inventory in relation with the purchasing team)
  - Bank statements reconciliation
  - Balance sheet, P&L and cash flows reports, general and analytical
- Handling of annual closing:
  - Revenue reconciliation (in relation with the invoicing team), purchasing reconciliation (in relation with the purchasing team), payroll reconciliation (in relation with the HR team)
  - Balance sheet accounts reconciliation (accounts receivable in relation with the invoicing team; accounts payable; assets and inventory in relation with the purchasing team)
  - Bank statements reconciliation
  - Cash flows, balance sheet and P&L reports, and notes to the financial statements
  - Key first contact for the financial auditors
- Support for the reporting and financial analysis:
  - Support for preparing and following-up budget and cost analysis, together with the CFO
  - Preparing of the reporting of data to the Korean authorities and to the French authorities using mapping of accounts
  - Key first contact for the inspectors from the Korean authority for financial matters

- Ensuring the compliance with financial policies and regulations, at various levels (internal accounting policies, Korean GAAP, accounting policies applicable to schools as issued by the Korean authority and the French authority)
- Corporate tax:
  - Handling of tax administrative procedures and key contact of the tax adviser
  - Corporate tax regulation monitoring together with the CFO
- Interface with service providers (software providers; IT manager; tax adviser; financial auditors)
- Ensuring the improvement of processes and the reliability of data flows by suggesting proactively new

### Skills and qualities required

- Language:
  - Fluent in English
  - Good level in French
  - Korean is a plus
- Technical competence:
  - Excellent knowledge of accounting and financial regulations and procedures
  - Knowledge of Korean GAAP is a plus
- Soft skills:
  - Organized and thorough
  - Strong attention to details
  - Reliable
  - Good analytical skills
  - Able to both identify and find solutions to problems
  - Proactive to suggest improvement of processes
  - Willing to work in an international environment
  - Knowledge of the education industry is a plus
- Software competence:
  - Advanced Microsoft Excel skills
  - Experience with accounting software (specific experience with ECOUNT is a plus)

### Profile:

- **Education:** Bachelor of Science in accounting or finance; additional certification (CPA) is a plus
- **Experience:** minimum 3 years work experience as an accountant and/or a financial controller

### Type of contract:

- Full time contract, 40 hours per week
- One-year fixed term contract, renewable once with the possibility of switching to a permanent contract after two years of fixed term contract.

**Deadline for submitting applications:** Friday, February 16th, 2024.

**The application must contain:**

- ☐ A resume
- ☐ A cover letter
- ☐ A copy of diplomas and qualifications
- ☐ Any document attesting or supplementing the skills and experiences mentioned
- ☐ A copy of an identity document (resident registration card and passport)
- ☐ An extract from the criminal record (or a copy of a document certifying that the request is in progress) – the job position being within a school.

**Application to be sent to [recrutement@lfseoul.org](mailto:recrutement@lfseoul.org)**