



# OPORTO BRITISH SCHOOL

Knowledge • Vision • Humanity

## Junior Accountant & Finance Officer, Oporto British School, Porto, Portugal

### The School

Established in 1894, Oporto British School is the longest-established British School in mainland Europe. It follows the English National Curriculum up to KS3, leading to Cambridge IGCSE, and then to the IB Diploma Programme. Our pupils have achieved outstanding IB Diploma results in recent years. The school, while being conscious of its British foundation and traditions, is very much an international school of the 21st century. An HMC school, we have recently undergone a successful ISI inspection and are COBIS and CIS accredited. Oporto British School fosters a welcoming and inclusive environment. Strong, positive relationships are evident throughout its close-knit and supportive community. Our whole school enrolment is approximately 580 students.

### The Position

We are looking for a **Junior Accountant & Finance Officer** to join our Finance team. This is an excellent opportunity for a detail-oriented and proactive professional looking to develop their career in accounting and finance within a dynamic international school environment.

### Key Responsibilities

- Support the management of Accounts Payable and Accounts Receivable, including invoice processing, payments, collections, and supplier/customer account reconciliations.
- Assist with general ledger activities, journal entries, accruals, prepayments, depreciation, and account reconciliations.
- Validate accounting documentation and ensure compliance with applicable Tax and statutory requirements.
- Maintain accurate financial records and supporting documentation.
- Prepare and process direct debit files and perform other routine finance operations.
- Respond to finance-related queries and liaise with internal stakeholders to obtain and validate accounting information.
- Respond to supplier/customer queries.
- Support monthly reconciliations namely extracurricular activities, trips, professional development expenses and others needed.
- Act as a key user of the finance system (Sage) and support continuous process improvements.
- Contribute to the preparation of financial reports and month-end procedures.

The ideal candidate will:

- Degree in Accounting, Finance, Management, or a related field.
- Up to 2 years of experience in accounting, finance, or a similar role.
- Good knowledge of Microsoft Excel and accounting software (experience with Sage is an advantage).
- Strong numerical and analytical skills.
- Excellent organisational and time-management abilities.
- Strong verbal and written communication skills.
- Ability to build positive relationships with internal and external stakeholders.
- High attention to detail, accuracy, and a proactive approach to problem-solving.



# OPORTO BRITISH SCHOOL

Knowledge • Vision • Humanity

## What We Offer

- Opportunity to develop your accounting and finance career in an international environment.
- Supportive and collaborative team culture.
- Exposure to a broad range of finance and accounting activities.
- This is an on-site office job position

If you are organised, eager to learn, and passionate about finance and accounting, we would love to hear from you.

## Application Procedure

If you feel you meet the above requirements, and wish to apply for this position, please submit your application on our school website, <https://www.obs.edu.pt/careers/>

Applications that do not follow this procedure will not be considered.

Please visit <https://www.obs.edu.pt/> for further information on the school.

The deadline for application is 30<sup>th</sup> of June, although interested candidates are strongly encouraged to submit applications as soon as possible as we reserve the right to make an early appointment.

Oporto British School is committed to safeguarding all children. Successful candidates will be subject to Disclosure and Barring Service (DBS) criminal record checks or country equivalent. Oporto British School is an Equal Opportunities employer.