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.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Accounts Payable Officer</th>
<th>Reference: April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function/Department</td>
<td>Finance</td>
<td>Location: AIS</td>
</tr>
<tr>
<td>Manager Title</td>
<td>Finance Manager</td>
<td></td>
</tr>
<tr>
<td>Position Type</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Position Status</td>
<td>Full Time</td>
<td></td>
</tr>
</tbody>
</table>

### Position Objective
- Contribute to the Finance team function within AIS
- Follow department procedures including maintenance and security of financial records
- Accurately & competently coordinate and complete Accounts Payable tasks

### Responsibilities
- Daily Accounts Payable (AP) function which includes keying in of Supplier invoices and preparation of payments to vendors
- Ensure purchases and payments adhere to Company policy
- Liaise with internal and external customer in payment related matters
- Problem solving related to 3rd party payment matters
- Monthly Vendor reconciliation
- Prepare Withholding Tax forms for foreign suppliers if required
- Perform any other duties as assigned
- Assist Finance staff & other designated staff as directed by Finance Manager

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with who, 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 time. 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 School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

### Position Requirements
- Excellent communication skills – oral and written English, numeracy & analytical skills
- Excellent interpersonal skills – dealing with children, adults, staff – persons of different cultures & backgrounds
- Flexible with regards to changing duties
- Capacity to manage several tasks simultaneously, within work deadlines
**Job Description Form**

## Qualifications
- Minimum of 3 years working experience
- Minimum of Accounting diploma / degree
- Preference for current bookkeeping / Accounting experience / debt collection
- Experienced & competent IT Microsoft skills - Word, Excel, databases, email and Internet

## Contacts
- Position will interact daily with AIS community member – students, parents, vendors and staff – on matters relating to Finance

## Working Conditions
- Position will be based at AIS (Lorong Chuan)
- Overtime – expectation of after-hours / weekend commitment is minimal, however is influenced by the ability to meet deadlines & contribute positively to the timely deliverable of the Finance team reporting goals.

## Terms of Employment
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- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required