



Australian International School

Job Description

“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	Date: Feb 2019
Function/Department	Finance	Location: AIS
Manager Title	Finance Manager	RRF Number:
Position Type	Temporary	Commencement Date: March 2019

Position Objective

- Contribute to the Finance team function within AIS
- Follow department procedures including maintenance and security of financial records
- Accurately & competently coordinate and monitor Accounts Receivable / Accounts Payable tasks

Responsibilities

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 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 School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

- Preparing year end and month end Financial/Management Reports
- Preparing monthly Inventory report and analysis
- Monitoring prepaid expenses and charge off according to the period.
- Liaise with teacher with fund raising activities
- Assisting in supervision of the company's compliance with accounting, taxation and other regulatory requirements
- Assisting in the annual external audit, tax audit, internal audit and physical inventory audit and preparing audit schedules for interim and year-end
- Reviewing income/costs reports for period-end closing
- Performing analysis and recommending amount of monthly accruals or reserves and maintains the accurate posting of the recurring journals
- Reviewing and performing analysis on all financial bookings and resolves any discrepancies
- Creating and posting manual journal entries as required timely and accurately
- Monitoring and assisting in Accounts Receivable / Accounts Payable
- Preparing the weekly/monthly Deferred fees schedules
- Consolidate quarterly GST Input and Output tax for submission
- Performing other ad-hoc assignments and projects as assigned
- Assist Finance staff & other designated staff as directed by Finance Manager

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.



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- Capacity to manage several tasks simultaneously, within work deadlines

Selection Criteria

- 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

- Marketing & Admissions
- Executive leadership team
- Heads of departments
- HR
- Parents
- Regional office
- External auditors & tax advisors (tax queries and corporate tax submission)

Working Conditions

- Work to tight deadlines
- Prepared to work long hours when necessary
- Work effectively and collaboratively in a team

Terms of Employment

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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries). *(please leave this statement in the JD)*

- Work Days: Monday to Friday
- Work Hours: 8.00am to 5.00pm
- Probation Period: 3 months from commencement
- Annual Leave : 21 days per annum
- Employee Medical Health Insurance