

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	Accounts Payable Officer	Reference: July 2022
Function/Department	Finance	Location: AIS
Manager Title	Finance Manager	
Position Type	Permanent	
Position Status	Full-time	

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
- Assist with Fee Protection Scheme (FPS) reporting and submission
- Perform any other duties as assigned
- Assist Finance staff & other designated staff as directed by Finance Manager

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to 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 Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager 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



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

- Office location within a school environment at Lorong Chuan, outdoors and indoors
- Attendance 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.
- Country role

Terms of Employment

- 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: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required