



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 Receivable Officer	Reference: January 2023
Function/Department	Finance	Location: AIS
Manager Title	Assistant Finance Manager	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

The purpose of the Accounts Receivable Officer is to:

- Contribute to the Finance team function within the School
- Follow department procedures including maintenance and security of financial records and
- Accurately & competently coordinate and complete Data Entry / Accounts Receivable tasks

Responsibilities

- Full handling of all customer queries and outstanding receivables
- Perform customer account reconciliations
- Initiate collections on past-due accounts
- Check and process customer refunds and dishonoured cheques
- Maintain accounts receivable files and records
- Print out aging reports and follow up
- Prepare weekly and monthly schedules, and status of the Accounts Receivable report
- Other duties as determined in consultation with the Director of Finance and Finance Manager, or such persons as the School may designate

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with who, they 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, they 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

- Provide appropriate solutions and alternatives to achieve customer satisfaction
- Prior experience in customer service
- Build sustainable relationships with customers
- Flexible with regards to changing duties
- Capacity to manage several tasks simultaneously, within work deadlines
- The ability to converse in Mandarin will be an advantage



Qualifications

- Excellent communication skills – verbal and written English
- Highly numerate
- Excellent interpersonal skills – dealing with children, adults, staff – persons of diverse cultures & backgrounds
- Excellent stakeholder management skills
- Experienced & competent IT Microsoft skills - Word, Excel, databases, email and Internet
- A Degree or Diploma qualification is preferred
- Prior experience in an education or service industry is an advantage

Contacts

- Parents
- Students
- Staff

Working Conditions

- Country role
- Individual contributor working as part of a team
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job, expectation of after-hours / weekend commitment is minimal however is influenced by the ability to meet deadlines and contribute positively to the timely deliverables of the Finance team reporting goals
- Office location within a school environment at Lorong Chuan
- Meetings as required

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).

- 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