

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	Senior Finance Executive	Reference: Dec 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 monitor Accounts Payable tasks

Responsibilities

- Leading, monitoring, and assisting the Accounts Payable team
- Prepare batch payment, wire transfer and intercompany settlement and continue to improve payment process
- Prepare and monitor the CPE FPS insurance and ensuring 100% accuracy as this is statutory requirement
- Ensure all transactions are posted with accuracy
- Preparing monthly AP management reports
- Preparing year end reports for auditor submission
- Preparing monthly Inventory report and analysis
- Preparing quarterly GST Input and S45 Submissions to IRAS
- Preparing monthly reconciliation for bank, paypal and credit card transactions
- Preparing and maintaining subscriptions monthly
- Preparing monthly journals on accruals
- Oversee School trips, excursions & camps and monitor collection and expenses
- Liaising with Teaching staff on staff claims
- Liaising with IT team on Smart card machine issues
- Chasing up invoices from vendors via phone, email, in-person
- Attending to queries from vendors/staff via phone, email, in-person
- Backing up the Accounts Officer function
- Performing other ad-hoc assignments and projects as assigned
- Assisting in supervision of the company's compliance with accounting, taxation, and other regulatory requirements
- Assisting Finance staff & other designated staff as directed by Finance Manager

It is the the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom they are responsible, or with whom they come 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, they 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

- 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

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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