

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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	Finance Executive	Reference: November 2023
Function/Department	Finance	Location: AIS
Manager Title	Assistant Finance Manager	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The purpose of the Finance Executive is to:

- Contribute to the team's function and success.
- Ensure internal procedures are adhered to, including being compliant around the maintenance and security of financial records.
- Ensure all data entry and accounts receivable tasks are completed accurately.

## Responsibilities

- Handling of all customer queries and outstanding receivables.
- Competent performance of customer account reconciliation.
- Initiate the collections of overdue accounts.
- Check and process customer refunds and dishonored cheques in a timely manner.
- Maintain accounts receivable files and records.
- Monitor and maintain outstanding payments.
- Prepare weekly and monthly schedules.
- Provide the status of the Account Receivable Report.
- Other duties as determined in consultation with the Director of Finance and the Finance Manager, or such persons as the school may designate.

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people 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

- Prior customer service experience essential.
- Provide appropriate solutions and alternatives to achieve customer satisfaction.
- Proven ability to build sustainable relationships with customers.
- Flexibility to change duties when required.



- Ability to multitask where needed.
- Experience of working to deadlines essential.

## Qualifications

- Minimum 3yrs experience essential.
- Excellent verbal and written communications in English and Mandarin essential.
- Must be highly numerate.
- Excellent interpersonal skills of dealing with a variety of stakeholders from diverse cultures and backgrounds advantageous.
- Competent knowledge and experience of Microsoft (Word, Excel) essential.
- Degree or Diploma holder preferred.
- Experience within the education or service industry preferred but not essential.

## Contacts

- Parents
- Students
- Employees

## Working Conditions

- Country role.
- Individual contributor working as part of a bigger team.
- Fast paced office environment.
- Required to work outside core working hours on occasions to meet the demands of the position, which is reflective of peaks and troughs of the business.
- Finance office located within a school environment.
- Meeting attendance and participation as required.

## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **3 months from date of commencement**
- Reference Check: **Required**
- Background check: **Required**



## Job Description Form