

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: August 2024
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 & BCS
- 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 in booking of flights and accommodation for Professional Development
- Perform any other duties as assigned
- Assist Finance staff & other designated staff as directed by Finance Manager

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

- 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

- AIS community members
- Students and Parents
- AIS Employees
- Vendors
- Any other relevant personnel requiring assistance with finance team when needed

Working Conditions

- Country role
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at 1 Lorong Chuan

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 – 5:30 pm, Monday to Friday**
- Attendance and Overtime: **Minimal after-hours and weekend work may be required to meet deadlines and support timely Finance team reporting.**
- 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**