



JOB DESCRIPTION		
<b>Position Title</b>	<b>Financial Planning Analyst</b>	<b>Date: 16/1/2025</b>
<b>Function/Department</b>	<b>Finance</b>	<b>Location: AIS</b>
<b>Manager Name &amp; Title</b>	<b>Finance Manager</b>	
<b>Position Type</b>	<b>Permanent</b>	
<b>Position Status</b>	<b>Full Time</b>	
Position Objective		
<p>Undertake full aspect of financial management for both Australian International School (AIS) and Brighton College Singapore (BCS), including regulatory and financial reporting, tax and treasury, working capital, and cash flow management. Assist in the development of internal control and procedures.</p> <ul style="list-style-type: none"> <li>• Assist to provide Financial Information and Analysis to Head office and AIS Management by researching and analysing financial data</li> <li>• Assist to prepare budgets and forecast</li> <li>• Assist to prepare monthly, Quarterly pupil forecast, Cashflows</li> <li>• Assist to provide support to the Finance Director AIS Finance and Management teams, Cognita Finance Team for both Australian International School and Brighton College Singapore</li> </ul>		
Responsibilities		
MANAGEMENT REPORTING/FINANCIAL REPORTING		
<ul style="list-style-type: none"> <li>• Assist in the month end Closing task, collating information from the various departments, analysing and updating actual and forecast data using the Groups' reporting portal.</li> <li>• Monthly Profit and Loss for Other Income line Items (EAL, PCS, Infant Care, Extended Care, Holiday Care &amp; Learning Enrichment)</li> <li>• Responsible for analysing the actual capital expenditure, updating the forecast and analysing variances. Preparation of Balance Sheet schedule and fixed asset register as well as posting the adjustments required for Capitalization and Disposal</li> <li>• Responsible for analysing the actual capital expenditure, updating the forecast and analysing variances.</li> <li>• Attend to queries from the Regional Office on management reporting and related matters.</li> <li>• Assist in the preparation of Monthly Cashflow forecast</li> <li>• Assist FM to establish adequate internal controls that comply with the companies control policies and procedures for all revenues and expenses and safeguard of all assets</li> <li>• Liaise with related parties and then raising, recording and reconciling monthly intercompany transactions, maintaining intercompany schedules</li> </ul>		
PUPIL FORECAST		
<ul style="list-style-type: none"> <li>• Analysing and generating monthly pupil forecast, working closely with admissions department and submitting reports to Management</li> <li>• Attend to queries and provide required information to the Regional office</li> <li>• Reconcile pupil numbers to data held by the admissions department and the billing system</li> </ul>		
TAXATION:		
<ul style="list-style-type: none"> <li>• Responsible for preparation of yearly tax submission</li> <li>• Monthly tax calculation based on adjusted EBITDA</li> <li>• Attend to queries and provide required information to the tax office</li> <li>• Ensure financials are in line with tax requirement for Singapore</li> <li>• Consolidate and check quarterly GST Input and Output tax for submission</li> <li>• Ad-Hoc tasks in assisting other members of the finance team</li> <li>• Liaising with the auditors and tax agents to finalise tax and audit reporting</li> <li>• Performing other ad-hoc assignments and projects as assigned by Finance Manager, Finance Director and CFO.</li> </ul>		



## GENERAL ACTIVITIES

- Coordinate insurance claims submissions in relations to all school insurance policies
- Coordinating with the audit teams and tax teams where required
- Analyse and update of school fees comparison with other International Schools
- Assist with implementation of NSPB. Coordinate with finance and cross-functional teams
- Review of annual Student Contracts for content and pricing
- Process payroll payments on monthly and ad hoc basis
- Statistics Reporting for the government
- Reconcile Deferred Fee Schedule on a weekly basis
- Any other ad hoc duties

## Position Requirements

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of IFRS and current reporting requirements
- Experience in management reporting and drive in the financial operational excellence
- Experience in tax computations and current tax legislation
- Advanced knowledge of MS Office applications especially Excel, Access and PowerPoint
- Ability to capture and document business and reporting requirements from multiple sources
- Ensuring confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity
- Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, and procedures; maintain professional ethical standards; maintain high level of professional development/knowledge

### PERSONAL QUALITIES

- Highly organized and self-motivated
- High levels of accuracy and attention to detail
- Strong written and verbal communication skills
- Pleasant disposition, a desire to learn and strong interpersonal skills
- Willing to work extra hours when required, particularly during budget and month-end periods
- Demonstrated ability to work to deadlines

## Contacts

Director of Finance and other members of the AIS academic team, Regional teams, CFO and Executive Management Team

## Working Conditions

- School environment
- Individual contributor working collaboratively as part of a small team
- Fast paced work environment
- Extended working hours to complete some projects may be required
- Occasional evening and weekend work

## Terms of Employment

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures 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 Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.



# Australian International School

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).

- Work Days: Monday to Friday
- Work Hours: 8.00am to 5.00pm
- Probation Period: 3 months from commencement
- Annual Leave: 21 days per annum
- Employee Medical Health Insurance