



JOB DESCRIPTION		
<b>Position Title</b>	<b>Financial Planning Analyst</b>	<b>Date: 11/12/2023</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, including regulatory and financial reporting, tax and treasure, working capital and cash flow management. Responsible for the development of internal control and procedures</p> <ul style="list-style-type: none"> <li>● Provide Financial Information and Analysis to Head office and AIS Management by researching and analysing financial data</li> <li>● Prepare budgets and forecast</li> <li>● Prepare monthly, Quarterly pupil forecast, Cashflows</li> <li>● 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		
<p>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.</p> <p><b>BUDGET/MANAGEMENT REPORTING/FINANCIAL REPORTING</b></p> <ul style="list-style-type: none"> <li>● Responsible for facilitating, Collating, updating and analysing the annual budget</li> <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</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>● Preparation of Monthly Cashflow forecast</li> <li>● Analysis of Monthly Payroll</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> </ul> <p><b>PUPIL FORECAST</b></p> <ul style="list-style-type: none"> <li>● Responsible for analysing and generating the bi-weekly and 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> <p><b>GENERAL ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>● Assist with implementation of ERP (NetSuite &amp; Adaptive). Coordinate with finance and cross-functional teams</li> <li>● Coordinating with the audit teams and tax teams where required</li> <li>● Statistics Reporting for the government</li> <li>● Control and monitor school camps income, including collections and refund process</li> <li>● Raising, recording and reconciling monthly intercompany billing</li> <li>● Coordinate insurance claims submissions in relations to all school insurance policies</li> <li>● Reconcile Deferred Fee Schedule on a weekly basis</li> <li>● Backup for the finance manager</li> </ul>		



# Australian International School

- Ad-Hoc tasks in assisting other members of the finance team
- Performing other ad-hoc assignments and projects as assigned

## 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

- Prepared to work long hours when necessary
- Work to declines
- Organised and able to prioritise
- Exercise discretion and confidentiality
- High standard of personal presentation

## 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).

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