

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	Assistant Finance Manager	Reference: Nov 2025
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 BCS & AIS
- Follow department procedures including maintenance and security of financial records
- Accurately & competently coordinate and monitor Accounts Receivable tasks

## Responsibilities

### Accounts Receivable Operations

- Manage end-to-end AR processes including invoicing, cash application, and collections.
- Monitor aging reports and ensure timely follow-up on overdue accounts.
- Reconcile AR ledger to ensure all payments are accounted for and correctly posted.
- Liaise with Admissions on student movements (joiners, leavers, orientation)

### Credit & Risk Management

- Assess and review customer payment patterns
- Set and maintain credit limits and payment terms in line with company policy.
- Implement strategies to minimize credit risk and bad debt

### Collections & Customer Relations

- Develop and execute collection strategies to improve cash flow.
- Resolve escalated disputes and maintain strong customer relationships.
- Negotiate payment arrangements when necessary.

### Compliance & Controls

- Ensure compliance with internal financial policies and external regulatory requirements (SSG & IRAS).
- Assist in external audits by preparing necessary documentation and schedules.

### Revenue Management

- Prepare and post monthly revenue recognition entries for tuition fees, discounts, and other income.
- Maintain and update deferred revenue schedules to ensure accurate financial reporting.
- Reconcile revenue data between the Admissions and Finance systems, ensuring consistency in student year levels and pupil numbers.

### Financial Reporting & Analysis

- Prepare and submit monthly revenue variance analysis with clear commentary on key drivers.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Support budgeting and forecasting processes related to revenue and student enrolment.
- Monitoring and managing cash flow and bank accounts
- Performing analysis for monthly accruals and accurate posting of recurring journals

### Process Improvement

- Identify opportunities to streamline finance processes and improve system integration.
- Collaborate with cross-functional teams to enhance data accuracy and reporting efficiency.

Other duties as determined in consultation with the Director of Finance and Finance Manager, or such person 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

- 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 and within work deadlines
- Results-oriented, high accountability and maturity with the ability to set priorities
- Strong leadership and excellent people management and development skills
- Ability to work individually, as a member of a team and interact at all levels within the organisation
- Strong leadership and excellent people management and development skills
- Result-oriented, high accountability and maturity with the ability to set priorities
- Strong administrative and organisation skills

## Qualifications

- Accounts Receivable experience
- At least 5 years of experience in Finance and Accounting
- A recognized Degree in Finance/Accounts, ACCA / CPA preferred
- 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

- Position will interact with AIS community member (Marketing & Admissions, Executive leadership team, Heads of departments, HR, Parents, Regional office)
- External contacts such as 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

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



**Australian  
International  
School**

## **Job Description Form**

- 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