



Executive – Finance & Accounts

Job Description

Reports to: Head – Finance

1. OVERVIEW

- 1.1.The Executive – Finance & Accounts is appointed by the Business Manager and reports to the Head – Finance.
- 1.2.The Executive has overall responsibility for Accounts related aspects of the school's operations, viz., budgets, cash flow, payables, receivables, fund management etc.
- 1.3.The Executive Finance & Accounts has the responsibility of preparing all analyses required by Head - Finance, from time to time.

2. KEY RESPONSIBILITIES

- 2.1.Support Head – Finance, in coordinating with the finance team on Receivables and Payables.
- 2.2.Support Head – Finance in billing application fee of students.
- 2.3.Support Head – Finance in managing the payment gateway.
- 2.4.Oversee and verification of the entire billing process.
- 2.5.Help in preparing annual budgets by focusing on Zero based budgeting, in consultation with the Head - Finance.
- 2.6.Prepare Cash flow and report the same at regular intervals.

- 2.7.Track, monitor and report actual costs versus budgets and prepare monthly reports and EOY forecasts on a regular basis.
- 2.8.Maintain past years data to facilitate GC reports
- 2.9.Finance – support Head – Finance in coordinating with Finance team on overseeing internal & statutory audit process and report closure by maintaining it on a tracker.
- 2.10. Process improvements through SOP formulation and policy enforcement across departments.
- 2.11. Monitor and control cash management and investments to ensure optimal use of school funds in accordance with Governing Council policies.
- 2.12. Prepare monthly and annual financial reports as required by the Head –Finance.
- 2.13. Provide support to ensure successful integration of various non-SAP platforms with SAP as and when need arises.

Experience/Qualifications:

Problem Solving, Process Improvement, Cost Accounting, Financial Planning and Strategy, Requirements Analysis, Financial Skills

Skills:

Strong Logical structuring and logical analysis
Adept with MS Excel
Excellent interpersonal skills
Communication skills
Proactive in problem solving Strong
subject knowledge
Sound knowledge of SAP functionalities