

<b>Title</b>	<b>Senior Finance Executive</b>
<b>Reports to</b>	<b>Finance Manager</b>
<b>Department</b>	<b>Central Administration</b>

## **JOB DESCRIPTION**

- Full spectrum of accounting and finance responsibilities including financial report and cash flow and management reporting.
- Ensure accurate and time reporting and submission of monthly/periodic financial and management reports.
- Liaise with auditors, tax agents, banks and other statutory bodies.
- Ensure accounting records are in compliance with statutory requirements.
- Assist in budget preparation.
- Financial analysis between budget and actual.
- Implement and maintain of internal controls and compliance with Financial Reporting standard (FRS) and Standard Operating Procedures and Policies (SOP).
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Finance Manager.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Board of Governors (BOG).
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and Balance Sheet as required by the Board of Governors (BOG).
- Preparing pupils bills and collecting all fees and extras.
- Scrutinising and passing for payment all invoices received in the school.
- Keeping analyses of costs and other statistical records.
- Compliance on taxation matters.
- Advising on the financial implications of all charitable activities of the school.

In addition, any other reasonable duties as requested by the President, CEO, Bursar or Finance Manager.

## **JOB REQUIREMENT**

- Candidate must possess at least Bach.Degree / Post Graduate Diploma / Professional Degree in Finance / Accountancy / Banking or equivalent
- At least 5 years of working experience in the related field is required for this position
- Working experience in education will be an added advantage
- Meticulous & good interpersonal & communication skills to work with people at all levels