

Position Overview:

NCBIS is looking for **Deputy Finance Director** to ensure the stability of the school's finances and prepare reports for management on the School financial status. Ability to make important decisions about future investments or budgets accordingly with broad knowledge to all accounting, financial and business principles.

Reports to: Finance and Compliance Director

Responsibilities
<ul style="list-style-type: none">• Manages annual budget process collaborating with the Head of School and Finance Committee and proposes annual budget to the Board of Trustees.
<ul style="list-style-type: none">• Recommends tuition levels and fees for the school year.
<ul style="list-style-type: none">• Prepares and presents budget and expense reports for the board/finance committee, including variance analyses and forecasts.
<ul style="list-style-type: none">• Manages capital expense budget and fixed assets.
<ul style="list-style-type: none">• Takes an active role in banking relations, debt negotiations, and compliance, cash management and investing.
<ul style="list-style-type: none">• Organize and coordinate with other financial departments the monthly, quarterly & year end closing process in order to meet the school reporting deadlines.
<ul style="list-style-type: none">• Review all manual journals and general ledger, assuring its accuracy, supporting documents, reviewed and approved by the concerned manager.
<ul style="list-style-type: none">• Prepare monthly-consolidated financial statement i.e. Income statement & balance sheet that matches with the school & local requirements for internal and external users. Provide financial analysis to assist the senior management in decision making.
<ul style="list-style-type: none">• Ensure that the financial accounting transactions expenses are complying with group standard operating procedures and satisfy local requirements.
<ul style="list-style-type: none">• Apply new reporting models to the school's accounting system and update the chart of account to meet latest user's requirements.
<ul style="list-style-type: none">• Deal with external parties' i.e. external auditors and support them with required report and supporting documents and at the same time confirm the accuracy of their reports and that it matches with our figures.
<ul style="list-style-type: none">• Prepare monthly expenses allocation in & out based on the services shared between different departments.
<ul style="list-style-type: none">• Effect financial disbursement audit and approval through reviewing effective transactions.
<ul style="list-style-type: none">• Follow up rectification of any audit exceptions.
<ul style="list-style-type: none">• Prepare monthly reconciliation package between unison versus trial balance and financial statements.
<ul style="list-style-type: none">• Reconciliation & analysis for assigned accounts on monthly basis.
<ul style="list-style-type: none">• Developing & implementing financial policies, procedures and systems.
<ul style="list-style-type: none">• Ensuring the consistent application of financial policies & procedures.
<ul style="list-style-type: none">• Participating in the development of internal financial control.
More Generic Responsibilities
<ul style="list-style-type: none">• Manage all time deposits & treasury bills.
<ul style="list-style-type: none">• Oversees all student billing and accounting, including management of past due accounts.
<ul style="list-style-type: none">• Manage all accounting transactions.
<ul style="list-style-type: none">• Handle monthly, quarterly and annual closings.
<ul style="list-style-type: none">• Reconcile accounts payable.
<ul style="list-style-type: none">• Ensure timely bank payments.
<ul style="list-style-type: none">• Compute taxes and prepare tax returns.
<ul style="list-style-type: none">• Report on the schools' financial health and liquidity.

<ul style="list-style-type: none"> • Audit financial transactions and documents.
<ul style="list-style-type: none"> • Reinforce financial data confidentiality and conduct database backups when necessary.
<ul style="list-style-type: none"> • Comply with financial policies and regulations.
<ul style="list-style-type: none"> • Administer payrolls and controlling income and expenditure.
<ul style="list-style-type: none"> • Audit financial information.
<ul style="list-style-type: none"> • Compile and present reports, budgets, business plans, commentaries, and financial statements.
<ul style="list-style-type: none"> • Any other duty that may be deemed necessary to achieve the requirements / objectives of the job.
<ul style="list-style-type: none"> • Update the accounts payable, taxes, expenses and financial discount accounts balances on the school banks to reflect the most recent situation.
<ul style="list-style-type: none"> • Ensure that both banking and collection documents are retained as per the school policy.
<ul style="list-style-type: none"> • Monitor and keep records of school assets and calculate their depreciation.
<ul style="list-style-type: none"> • Overview post transactions from different modules to general ledger, assure their accuracy and review reconciliation between different sub systems / modules and G/L balances.
<ul style="list-style-type: none"> • Create new accounts upon request whenever necessary to be added to the chart.
<ul style="list-style-type: none"> • Develop the monthly payroll entry as per the HR sheets in addition to the related reconciliation for relevant accounts; social insurance, Bonus, etc.
Qualifications
<ul style="list-style-type: none"> • Bachelor's Degree in Commerce/ Accounting or related discipline.
<ul style="list-style-type: none"> • 15-20 years' experience in the field of accounting.
<ul style="list-style-type: none"> • Excellent knowledge of the Accounting Standards.
<ul style="list-style-type: none"> • Solid financial and commercial background.
Job Brief
<ul style="list-style-type: none"> • Excellent English language speaking & writing.
<ul style="list-style-type: none"> • Excellent Communication & negotiation skills.
<ul style="list-style-type: none"> • Excellent PC & system knowledge.

****Interested Candidates to send their CVs on recruitment.wholeschool@ncbis.co.uk**