

Terms of Reference: Finance Manager (including but not limited to)

Overall: Oversee and manage daily operations of the Finance & Accounts Office which includes Accounts Payable, Accounts Receivable, Budget, Procurement and other Finance & Accounts functions. Ensure system security and operational integrity at all levels.

Operations:

1. Supervise and ensure that all Accounts Payable / Expense Accounting functions are carried out smoothly and efficiently as required.
2. Ensure/oversee timely disbursement of payments and processing of payroll.
3. Oversee reconciliation & remittances - BRS, TDS, Salary Tax, etc.
4. Oversee accounts receivable & revenue functions - ensure all collections are done correctly and deposited as required.
5. Oversee fee collections - reconciliation statements, deposits, BRS, Scholarships, etc.
6. Supervise and carry out other operational finance and account functions.
7. Periodic/Quarterly review of Chart of Accounts & cost centers and any entries in Tally which need to be reconciled with respective incumbents.
8. Handle management and other reporting on all operations matters, analysis, etc. - periodic and as required & assist in the formulation of policies.
9. Oversee the usage, maintenance & reporting of the Student Financial Database, online payment gateways, periodic review and add features as necessary.
10. Designated IT official/personnel for Finance & Accounts office, hence all IT related functions & liaising to be routed through the FM. Responsible for ensuring proper backup of data, working files of colleagues and others at all levels for Finance & Accounts office.
11. Manage official College licenses and registrations (e.g. business/entity license)
12. Oversee procurement, inventory and stores functions/offices.

Budgets: Preparation of Budget, processes, tracking and variance analysis/quarterly reporting, etc.

Financial Statements, treasury functions, management reporting, Taxes, and Others

1. Manage financial statements - preparation/finalization of Final Accounts, statutory audits, internal and external reporting, etc.
2. Handle cash flows & fund management - projections, banking, fund management, working capital management, loan repayments.
3. Oversee Taxation matters - compliance, reporting, remittances, assessments, filing of Returns, etc.
4. Review of Rules, financial procedures, operational processes, streamlining operations, analysis, etc. on an ongoing basis.
5. Any other tasks as and when assigned.

Reporting: The Finance Manager reports to the Dy.Head or Head-AFD, as assigned.