

RP Goenka International School

Job Title – Accounts Manager

Reporting to – The Chief Administration Officer (CAO)

Responsible for – Finance and accounts staff

- Advising on general financial policy within the school.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school in consultation with the CAO.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body.
- Keeping the accounts of the school and preparing Statements of Financial Activity for the Board.
- Maintaining cash flow projections for the current and future years.
- Preparing bills for parents and collecting all fees and extras.
- Payment of all salaries and wages, and making relevant tax deductions as mandated by the IRS.
- Administering pension schemes, where applicable for teaching and non-teaching staff.
- Scrutinizing and passing for payment all invoices received in the school.
- Keeping analyses of costs and other statistical records.
- Ensuring effective financial controls are maintained.
- Responsible for maintaining accurate cash and banking records for the School.
- Ensure correct internal processes are adhered to with regards all payments and receipts.
- Preparing forecasts for the future financial performance of the school usually over a period of five years.
- Preparing financial appraisals of particular projects.
- Advising on taxation matters generally
- Advising on scholarship and bursary funds where applicable in accordance with the RPGIS policy.

Skills and Experience

- Relevant professional accountancy qualification.
- Thorough knowledge of accounting standards.

- Proven experience in accounting IT systems and software and with advanced Excel skills.
- Experience of payroll practices.
- Experience of compliance with IRS taxation and social security regulations.
- Excellent problem solving and analytical skills.
- Excellent attention to financial detail.
- Strong interpersonal and communication skills.
- Ability to work under pressure.
- Accurate, methodical, well organized, and able to take the initiative.