**Organisation**

**DEPARTMENT:** Finance Team

**SCOPE:** Finance and Account management for all the branches of Eduscan Group based in Dubai. Travel to other Emirates in the UAE may be required (30%).

Key Contacts

**INTERNAL:** Course teachers, students, and administrative staff

**EXTERNAL:** Teachers, Venue Managers, External Agencies

PURPOSE OF THE JOB:

For Eduscan Group, After School Concept and Chill N Champ

1. Conduct research and analysis to prepare finance structure and strategy.
2. Fully manage financial accounting and reporting along with the responsibilities mentioned below.

**RESPONSIBILITES:**

1. **STRATEGY:**

Defining the P&l, key incomes and expenses based on marketing research.

* 1. Support in drafting strategy by providing clear recommendations only of incomes and expenses on the following:
		1. The most wanted activities
		2. Ideal price range based on survey and competition analysis.
		3. Probable Localities. Location recommendations and suggestions linked to research and pricing based on the above analysis.
	2. Assist management in the formulation of its overall strategic direction
1. **FINANCIAL REPORTING:**
* Clearly define the financial time matrix for the Eduscan groups and camps along with responsibility.
* Work closely with counterparts to develop 3-month, 6-month, 12- month’s targets. (Revenue and budgets).
	+ 1. Lead brainstorming sessions with heads.
		2. Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.
		3. Develop trends and projections for the firm’s finances.
* Provide financial reports and interpret financial information to managerial staff while recommending further courses of action.
* Understand available systems and software for accounting and integrate this with recommendations.
* Analyse costs, pricing, variable contributions, sales results and the company’s actual performance compared to the business plans.
* Conduct reviews and evaluations for cost-reduction opportunities.
* Share weekly SMS of revenue and expenses, targets and achievements to concerned heads.
* Maintain a documented system of accounting policies and procedures
* Manage outsourced functions
* Collect and record Cash
* Forecast cash flow positions, related borrowing needs, and available funds for investment
* Maintain banking relationships
* Assist in determining the company's proper capital structure
* Manage the preparation of the company's budget
* Report to management on variances from the established budget, and the reasons for those variances
* Create additional analyses and reports as requested by management

KNOWLEDGE AND SKILLS

* Minimum 3-4 years of experience in Financial Accounting
* Leadership, Motivation and Team Skills
* Required to have a clear and full understanding of financial systems, software (preferably Tally) and processes
* Strong analytical ability and commercial acumen to perform complex analysis identify and understand market trends
* MS Office skills are critical Word, Basic & Advanced Excel, and Power Point.
* Strong communication skills, both written and verbal, with the ability to convey complex information to a broad audience
* Strong interpersonal skills with the ability to work independently and within a team environment
* Strong group presentation skills
* Able and willing to work within a flat structured, low-bureaucratic company, applying all best practices obtained on previous jobs
* Willing to bring an innovative and creative approach to business
* Fluent in written and spoken English. Knowledge of Arabic is an advantage