

Job Description of Financial Analyst

SUMMARY

The Financial Analyst at Dhirubhai Ambani International School plays a key role in managing the financial operations of the school. This includes overseeing financial transactions, ensuring accurate reporting, supporting decision-making through data analysis, and implementing strategies to optimize revenue generation. The position also involves maintaining efficient management information systems (MIS), preparing reports, and collaborating with various teams to ensure financial goals are met.

Responsibilities:

Fee Management:

- Address parent concerns and inquiries related to fees, assisting with any needs.
- Process cheque receipt entries for fee payments and other charges.
- Respond promptly to parent inquiries through email and chat, providing accurate and thorough answers.
- Follow up with parents on overdue fee payments via calls or emails.
- Assist in the student withdrawal process and ensure proper fee handling.

Trip Management:

- Set up trip information within the school's MIS system.
- Allocate trip payments to student IDs as per official circulars.
- Post cheque receipt entries for trip payments.
- Follow up with parents on outstanding trip payments.
- Provide regular outstanding MIS reports for trip fees to the respective deputies and heads.

Management Information Systems (MIS):

- Oversee the development, maintenance, and functionality of the school's MIS, including databases, reporting tools, and software systems.
- Ensure data accuracy, integrity, and security within the MIS.
- Generate reports and dashboards for key financial performance indicators and metrics.
- Ensure timely and accurate information flow of receivable fees to management.
- Prepare weekly and monthly MIS reports as per management requirements.
- Create and present regular financial reports to senior management and stakeholders.

Budgeting and Forecasting:

- Assist in the preparation of annual budgets and financial forecasts.
- Monitor budget performance and conduct variance analysis, providing explanations for discrepancies.

- Collaborate with department heads to prepare budget plans.

Compliance and Audit:

- Ensure compliance with relevant laws, regulations, and accounting standards.
- Coordinate with internal and external auditors during financial audits.
- Implement internal controls and procedures to mitigate financial risks.

Foreign Remittance:

- Communicate with foreign vendors to receive documents related to tax matters.
- Maintain relationships with foreign vendors for future coordination, including follow-ups, documentation assistance, and payment status updates.
- Coordinate with the tax team to ensure payment clearance.

Other Responsibilities:

- Liaise with bank personnel for the school's accounts, payment gateways, and other facilities.
- Collaborate with platform teams to introduce new systems, reports, or improvements to streamline daily activities and reporting processes.

Qualifications:**Education:**

- A bachelor's degree in Finance, Accounting, Economics, or a related field.
- A master's degree or professional certifications (e.g., CPA, CFA) would be an advantage.

Experience:

- At least 2-4 years of experience in financial analysis, accounting, or related financial roles.
- Experience with financial management software or management information systems (MIS), such as SAP, Oracle, or similar platforms.
- Experience in educational institutions or similar organizations is a plus.

Technical Skills:

- Advanced proficiency in Microsoft Excel for financial modeling, data analysis, and reporting.
- Strong knowledge of financial management systems (e.g., SAP, QuickBooks).
- Familiarity with accounting standards, tax regulations, and compliance requirements.