



Job Description – Cluster Finance Manager, Ajyal Schools, Abu Dhabi

Direct Reporting to: Principal and dotted Group Finance	Function: Finance	Travel: Multi-site schools within Abu Dhabi
Job Location: Abu Dhabi	Compensation: AED	

About Alephya Education

The AlephYa Group of Schools owns and operates institutions across the GCC, with a core focus on nurturing global citizens who maintain a strong connection to both their heritage and the world around them. AlephYa schools offer a high-quality education that is both affordable and accessible to every child. The name "AlephYa" is inspired by the first and last letters of the Arabic alphabet.

Scope of the Role

The Finance Manager – Cluster is responsible for leading and strengthening the financial management, governance, and compliance across a cluster of three Ajyal Schools in Abu Dhabi. The role provides end-to-end financial leadership at school level while ensuring alignment with group financial strategy, controls, and reporting standards.

The role exists to safeguard financial sustainability, drive cost discipline, and enable informed decision-making through high-quality financial reporting, budgeting, forecasting, and advisory support to Principals, Senior Leadership Teams, and Group Finance.

This is a hands-on, commercially focused role that balances operational finance delivery with strategic insight, ensuring full compliance with UAE statutory requirements, including VAT and Corporate Tax, while improving financial rigour, consistency, and efficiency across the cluster.

Key responsibilities

Financial Planning & Performance

- Lead budgeting, forecasting, and monthly reporting for all schools in the cluster.
- Monitor financial performance, identify variances, risks, and opportunities, and recommend corrective actions.
- Oversee cash flow and bank management, ensuring liquidity and policy compliance.

Business Partnering

- Act as finance partner to Principals, SLTs, and Operations teams.
- Support fee planning, re-enrolment, hardship assessments, supplier negotiations, and staffing cost analysis.
- Provide financial input into school improvement and efficiency initiatives.

Accounting, Controls & Governance

- Ensure accurate month-end and year-end close, including ledger review, reconciliations, and MIS reporting.
- Maintain strong internal controls and compliance with IFRS, ADEK, and group finance policies.
- Oversee AP, AR, fixed assets, and balance sheet integrity.



Compliance & Audit

- Ensure full compliance with UAE VAT and Corporate Tax requirements.
- Coordinate internal and external audits and act as finance liaison with auditors, banks, and regulators.

Team Leadership

- Manage and develop school-based finance staff across the cluster.
- Drive standardisation of finance processes and reporting across schools.

Qualifications and Experience

- Chartered Accountant (CA), Certified Public Accountant (CPA), or equivalent qualification in Finance or Accounting.
- Strong understanding of International Financial Reporting Standards (IFRS).
- Familiarity with UAE tax regulations; working knowledge of KSA tax and Zakat is desirable.

Competencies

- **Leadership:** Strong management skills with a proven ability to motivate and develop teams.
- **Communication:** Excellent written and verbal communication skills with a strong customer service orientation.
- **Organizational Skills:** Exceptional organizational skills and attention to detail, with the ability to prioritize tasks effectively.
- **Technology Proficiency:** Proficient in CRM systems and reporting tools for managing data and workflows.
- **Collaboration:** Ability to work effectively with school leadership and other departments to implement initiatives.

Professional Attributes

- **Cultural Sensitivity:** Culturally aware with the ability to influence and collaborate across diverse teams with empathy and respect.
- **Results-Oriented:** Driven by results, delivering high-quality outcomes within set timeframes.
- **Approachable & Supportive:** Approachable and trustworthy, offering support to staff at all levels.
- **Adaptability:** Adaptable and solution-focused in a fast-paced, dynamic environment.