

Assistant Director (Budget Planning, Financial Analysis  
and Modelling), Finance  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=235539>

Downloaded On: Jun. 30, 2024 8:43am

Posted May 3, 2024, set to expire Sep. 2, 2024

**Job Title** Assistant Director (Budget Planning, Financial Analysis and  
Modelling), Finance

**Department** Finance

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** May 3, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498656/assistant-director-budget-planning-financial-analysis-and-modelling-finance>

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**Job Description**

## Assistant Director (Budget Planning, Financial Analysis and Modelling), Finance

**Job no:** 498656

**Department:** Finance

**Contract type:** Contract

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### **Key Responsibilities**

#### 1. Financial Modelling

- Refresh existing 10-Yr recurrent Financial Model
- Capitation and fees projection for Pre-Employment Training (PET) and Continuing Education Training (CET) programmes
- New 10-Yr Financial Model (all funds)

#### 2. Budgeting Planning & Management

- Oversee the budget planning
- Annual budget planning and analysis (including Profit & Loss and cashflow forecast)
- Profit & Loss and cashflow forecast (all funds)
- Budget performance and SIT Management reports
- Manage Year-End closing for budget module in SAP

#### 3. Financial Analysis and Risk Assessment

- Analyse and assess the financial viability of new projects, collaboration with OU partners
- Performance analysis of the SIT degree programmes or new projects
- Prepare financial analysis reports to SIT Management and Board Committees

#### 4. Cost Allocation

- Identify the cost drivers and basis of allocation between PET and CET Programmes
- Annual filing of MOE Cost template
- Liaison with auditors on cost audit

#### 5. Use of Endowment Funds

- Oversee the use Endowment funds
- Policy on the drawdown of Endowment returns
- Forecast projected Endowment return for Total Income Contribution (TIC)

#### 6. Others

- Involve in SAP HANA Implementation - SAC



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- Any other duties as assigned by supervisors

### **Job Requirements**

- Degree in Accountancy or Business with at least 5-7 years of relevant working experience, of which 2 years are in supervisory position.
- Candidate with relevant experience in Financial Planning & Analysis (FP&A) and Financial Modelling is preferred.
- Proficient in Microsoft Office Applications (especially Excel and Power BI).
- Proficient in SAP FICO modules will be an added advantage.
- Strong financial and analytical skills.
- Organised and meticulous with an eye for detail.
- Good interpersonal and communicational skills.
- High level of integrity.
- A highly motivated individual and a good team player.
- Able to work independently.
- Enjoy working in a dynamic environment.

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**Advertised:** 03 May 2024 Singapore Standard Time

**Applications close:** 01 Jul 2024 Singapore Standard Time

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

Singapore