



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Finance Assistant (Temporary Replacement)

The University of Kurdistan Hewlêr is a leading modern University in the Kurdistan Region – Iraq and we are at an exciting stage in our development.

The Finance Assistant will contribute to, in working with the Director of Finance and compliance with the Finance policies and procedures, the implementation of Finance functions and activities and carry out administrative tasks as assigned by the Director of Finance.

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| VACANCY TITLE: | Finance Assistant (Temporary Replacement) |
| VACANCIES AVAILABLE: | One |
| DEPARTMENT: | Finance |
| JOB FAMILY: | Administration |
| TYPE OF CONTRACT: | FTE 1.0 |
| HOURS OF WORK: | 40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday) |
| PLACE OF WORK: | University of Kurdistan Hewlêr |
| REPORTING TO: | Director of Finance |
| APPOINTMENT DURATION: | Six months |
| PROBATION PERIOD: | One Months |
| APPLICATION DEADLINE: | Application is Open Until the Position is Filled |
| JD VERSION: | 110319 |



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DUTIES AND RESPONSIBILITIES

The Finance Assistant, in consultation with the Line Manager, will:

- Discharge duties as Cashier, reconcile cash on hand with records on daily basis, maintain adequate cash necessary for discharging the financial commitments of the University, and be responsible for the safe custody of cash, valuable stationery and related records.
- Ensure that adequate stock of cashiering related forms and stationery is available at all times.
- Liaise with other departments including Academic Registrar's Office in relation to cashiering, student fees and other assigned finance functions.
- Correspond with students and others for realization of receivables.
- Prepare, update and maintain a variety of financial and other University records, vouchers, files and databases, such as but not limited to, income and expense, cash receipts, cash payments, financial approvals, assets, liabilities, depreciation, payroll information, bank receipts, bank payment, purchasing invoices, fee invoices, accounting vouchers, etc.
- Be involved in preparing various financial, statistical, and administrative reports.
- Support the Director of Finance and other team members with the day-to-day running of the Finance Department.
- Answer inquiries relevant to the post and provide information to faculty, students, staff and the public on financial policies and procedures.
- Participate in completing payroll in order to ensure staff members are paid in an accurate and timely manner.
- Print and circulate documents and data and information required for meetings and departmental use.
- Process and prepare invoices, purchase documentation, receipt and payment documents, accounting vouchers, petty cash reconciliation, bank reconciliation and other records.
- Enter data into systems and software.
- Process backup reports after data entry.
- Monitor and request for office supplies.
- Provide administrative and secretarial support in order to ensure effective and efficient operations.
- Prepare travel quotations, as required.
- Ensure the confidentiality and security of all financial and employee data.
- Type and draft documentation such as, but not limited to, reports, confidential documents, minutes of meetings, etc.
- Circulate information updates among Finance members or other departments if required.
- Manage e-mail and other correspondence appropriately and maintain electronic and paper diaries.
- Communicate with the banks to obtain bank statements, as directed.
- Be prepared for surprise and scheduled verification of cash and valuable stationery at any time, as required by the Internal Auditor, External Auditors, Line Manager or University management.



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- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the Line Manager and/or his/her designee.

PERSON SPECIFICATIONS

The Finance Assistant should have the following skills and competencies:

- A Bachelor Degree in Accounting is a must.
- Good communication skills, spoken and written, in English and Kurdish languages are required.
- General knowledge of accounting and financial functions, such as cashiering, payroll, accounts payable, accounts receivable, etc. is preferred.
- A good working knowledge of word processing and spreadsheet software packages, preferably Microsoft Office Word and Excel.
- Ability to maintain a high level of accuracy in preparing and entering financial data and information.
- Ability to use office equipment, such as printer, scanner, etc.
- Ability to enter, arrange and categorise data and information.
- Typing skills with the ability to apply a specific documentation and numerical format.
- Ability to manage and prioritise own tasks.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Finance Assistant and inserting the most recent passport size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- Size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at Current Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short listed candidates will be contacted for an interview.