



## Job Description

Position Title	Assistant Manager Student Finance
Job Grade	M3
Department	Office of Student Finance
Reporting To	Manager Student Finance
Date	December 2015
Type of Position	Full Time

### **POSITION DESCRIPTION**

Incumbent will be looking after day to day matters of student finance along with management of student financials in PeopleSoft.

### **DUTIES AND RESPONSIBILITIES**

1. Creation and Maintenance of the Income sheet for the students of all batches.
2. Preparation, generation / Supervision and emailing of the Vouchers for each month.
3. Making Follow-up calls for recovery of fees and updating the records on weekly basis.
4. Resolution of queries pertaining to the payment plan, vouchers and other issues raised by students / parents in due time.
5. Supervision of recording and deduction of work study records as submitted by students.
6. Implementation of people soft and resolution of Issues from time to time in liaison with the IT team.
7. Drafting and preparation of various documents required from time to time.
8. Other Miscellaneous tasks arising from time to time.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	ACCA/CPA/ICMA/MBA (Finance)
Required Experience	Minimum 3 years of experience in similar/related field.

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	IT Savvy	High
3.	Time Management	High

Revision Date	December 2015	Version	1.0
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