Job Description

Position Title	Management Trainee Officer
Department	Office of Student Life
Reporting To	Manager, Student Life
Date	November, 2017
Type of Position	Contractual

POSITION DESCRIPTION

Incumbent will be involved for assistance in all aspects of the Office of Student Life. He/She will be responsible for providing assistance in coordination with the all areas of the Finance department including Accounts Receivable, Accounts Payable, Purchasing, Budget and General Accounting.

DUTIES AND RESPONSIBILITIES

Financial Assistant:
- ✓ Assisting in management of internal budget and its allocation and help manage and analyze financial statements;
- ✓ Generating operational reports on daily basis;
- ✓ Assisting in maintenance of financial records of the clubs and events for audit purpose;
- ✓ Keeping online record of accounting;
- ✓ Assist in reconciliation of financial transactions;
- ✓ Keeping a track of cash inflows and outflows;
- ✓ Maintaining record for all receipts and bills;
- ✓ Maintaining office supplies' inventory log for reporting;
- ✓ Assist in coordination with vendors;
- ✓ Ensuring timely and accurate monthly closure of accounts, and submit reports to the Manager;
- ✓ Assist in selection and negotiation with local service providers, within the established financial parameters;

Administrative Assistance:
- ✓ Coordinating with operations department for regular departmental tasks;
- ✓ Assisting in coordination with suppliers and all event logistics (for example venue, catering, travel);
- ✓ Process post-event evaluation to inform future events;
- ✓ Research opportunities for new vendors and events;
- ✓ Support the planning and administration of University conferences;
- ✓ Assist in the coordination of events;
- ✓ Assist with event logistics and merchandising
- ✓ Other duties as assigned

REQUIRED JOB SPECIFICATIONS

Required Qualification	MBA Finance/ Bachelor's (Hons) in Finance/ACCA or other equivalent qualification in this field
Preferred Experience	✓ Previous experience in conferencing and events administration

Revision Date	November, 2017	Version	1.0

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Organizational skills	Medium
2.	Administrative skills	High
3.	Communication skills	Medium
4.	Problem Solving skills	High
5.	Financial Reporting	High
6.	Analytical Skills	High

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