



Job Description

Position Title	Management Trainee Officer, Student Finance
Department	Office of Student Finance
Reporting To	Manager, Student Finance
Date	February 2017
Type of Position	Full Time

POSITION DESCRIPTION

To assist manager student finance in day to day activities pertaining to complete billing cycle and managing records/ entries in PeopleSoft and filing of documents

DUTIES AND RESPONSIBILITIES

- ✓ Developing knowledge of
 - ✓ Tuition and other fee of both the schools at HU along with important dates.
 - ✓ Billing methodology, structure, forms and procedures along with deadlines.
 - ✓ PeopleSoft billing module for retrieving fee, scholarships and financial aid related data, generating fee vouchers and generating reports for the status of fee receivable on a regular basis
- ✓ Regularly following up on fee from students as per the SOP.
- ✓ Updating the reports for fee follow up.
- ✓ Completing loan related documentations from students.
- ✓ Handling student queries and forwarding them to the concerned.
- ✓ Maintaining records of communication with students with proper evidence.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Finance Graduate and/ or ACCA/ ICMA finalist
Required Experience	✓ Fresh or 1-2 years of experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Problem Solving Skills	Medium
2.	Computer Skills	High
3.	Communication Skills	High
4.	Attention to Details	High