JOB DESCRIPTION

Position Title	Officer
Department	Office of Student Finance
Reporting To	Manager, Office of Student Finance
Type of Position	Regular - Full Time

POSITION DESCRIPTION
The incumbent will be responsible for regular follow-up on recovery of student fee receivable and keep accurate & updated record of log of communication with students. The candidate will also be responsible to prepare daily bank reconciliation, issuance of students' fee vouchers and timely response on students' fee queries receive via email / other modes.

DUTIES AND RESPONSIBILITIES

Follow-up for recovery of fee receivable
- ✓ Follow-up with students via email, phone calls and letters to parents/guardian for recovery of fee receivable.
- ✓ Record and update students' responses during follow-ups in fee receivable log sheet.
- ✓ Guide students in case of any query or on fee related issues.
- ✓ Take actions as per SoP against fee defaulted students.

Bank reconciliations and monthly closing
- ✓ Bank reconciliation of students' fee collection bank account and bank entries on daily basis.
- ✓ Preparation of student tax working against fee received with proper details of taxpayers and timely deposit of tax.
- ✓ Preparation of accounting related reports / breakups for monthly closing.

Students queries / requests
- ✓ Preparation of log sheet of students' queries / requests received via email and other sources.
- ✓ Get the students queries / requests resolved by coordinating relevant staff.
- ✓ Prepare approval sheet for students special requests related to fee, present to relevant authorities and take actions as per approval.

Fee vouchers issuance
- ✓ Calculate tuition and update scholarship & financial aid of students in People Soft student financials.
- ✓ Prepare payment plans for students in People Soft.
- ✓ Issuance of semester & other fee vouchers to all students according to their approved plans.
- ✓ Dealing with students who have queries regarding their fee.

Other regular tasks
- ✓ Processing of all clearance forms, release of security deposit of students who have passed out or withdraw their admission.
- ✓ Reconciliation of students' record and update in PeopleSoft Student Financials module.
- ✓ Correction of students' PeopleSoft profile and update current receivables with proper SAFA record.
- ✓ Revised the due date of fee vouchers of students as per approval.
- ✓ Prepare financial summaries of students for management review.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ BBA / MBA, ACCA / CMA / CA part qualified
Required Experience	✓ Atleast 1years of experience in relevant field, preferably in a University/School. ✓ Preferably have worked on PeopleSoft Student Financials module or any other Oracle based software.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	*Competency*	*Criticality (High / Low / Medium)*
1.	Attention to Details	High
2.	Teamwork	High
3.	Communication Skills	Medium
4.	Microsoft Office (Excel & Word)	Medium
5.	Planning & organizational skills	Medium
6.	PeopleSoft (Oracle)	Medium