



Job Description

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

POSITION DESCRIPTION

The candidate will be responsible for timely issuance of students' fee vouchers and maintaining accurate charging, recording and collection of advance tax against student fees. He will be responsible to keep accurate and updated records of student fee and fund utilization along with a timely collection of student fee receivable and accurate monthly financial reporting to a different section, as well as recording and recovery of other fees in close coordination with the Manager, Office of Student Finance. He will be responsible to maintain accurate record-keeping of scholarship & financial aid awarded to students at the time of admission and changes made during studies. The candidate must be aware of IFRS.

DUTIES AND RESPONSIBILITIES

Student Fee Calculation on ERP

- ✓ Preparation of student's fees and funds data-based according to enrollment on the system.
- ✓ Calculation and charging of tax as per law in students' profiles.
- ✓ Preparation of payment plans of tuition fees for all the students and manage invoices in PeopleSoft.
- ✓ Issuance of accurate & timely fee vouchers to all students according to their approved plans.
- ✓ Managing details of fees other than tuition fees i.e., Transport, Hostel, Library Fine, Admission, Security deposit, etc. and their timely & accurate issuance of fee vouchers.
- ✓ Supervise follow-ups from students who have financial dues as per SOP and report to the Manager.
- ✓ Dealing with students who have queries regarding their fees & other matters.

Monthly closing & Bank reconciliations

- ✓ Supervise daily reconciliation of bank with an update of record of fee received from students and other related information and report to the Supervisor.
- ✓ Finalize tax working against fee received with proper details of taxpayers & timely deposit of the same.
- ✓ Timely reporting of department-related accounts heads including all funds, different fee heads, loan and markup update.
- ✓ Manage different breakups of department related activities i.e., student-wise income & funds, fee receivable, security deposit, other income, etc.

SAFA in Admission process

- ✓ Liaise with the Admission department and maintain accurate and updated details of SAFA forms submitted by applicants at the time of admission.
- ✓ Review and check the details and documents provided in SAFA forms submitted by applicants and get all the required documents completed.
- ✓ To provide SAFA forms for Financial Aid Committee review & recording of decisions and get final SAFA allocation sheet signed based on decisions.
- ✓ To prepare proper individual records of all the students who got admission.
- ✓ Manage all SAFA related queries as per SOPs.

Liaison with Stakeholder Departments

- ✓ Coordinate with Internal & External auditors and respond to their queries.
- ✓ Facilitate coordination and communication between respective departments as they relate to the Financial Aid Office's role in creating a positive educational experience for students.
- ✓ Integrate efforts to Maximize Financial Aid's role in recruiting and retention.
- ✓ Manage loan working and coordinate with bank to resolve student's queries.
- ✓ Prepare Annual Budget with the coordination of supervisor.

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Other regular / special tasks

- ✓ Review students' clearance process after convocation/withdrawal.
- ✓ Reconciliation of students' records and update in PeopleSoft Student Financials module.
- ✓ Correction of students' PeopleSoft profile and update current receivables with proper SAFA record.
- ✓ Review of clearance forms, the release of security deposit of students who have passed out or withdraw their admission.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ MBA/ ACCA / CIMA
Required Experience	<ul style="list-style-type: none"> ✓ 4-5 years 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	High
4.	Microsoft Office (Excel & Word)	High
5.	Planning & organizational skills	Medium
6.	PeopleSoft (Oracle)	Medium

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department

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