



## Job Description

Position Title	Officer
Department	Office of Student Finance
Reporting To	Manager, Office of Student Finance
Date	03-April-2026
Type of Position	Full Time

### POSITION DESCRIPTION

The candidate will be responsible for regular follow-up on the recovery of student fee receivable and keep accurate & updated record of a log of communication with students and share the monthly receivable report with the Manager. The candidate will also be responsible to prepare daily bank reconciliation, issuance of students' fee vouchers through the ERP system 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.
- ✓ Manage monthly receivable record for closing process.
- ✓ 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.
- ✓ Bank Reconciliation of bank accounts on a daily basis with proper update of records.
- ✓ Take actions as per SOP against fee defaulted students.

#### 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 (Software).
- ✓ Maintain and track student records for special approvals (e.g., installment plans, charges waivers, undertaking cases, etc.) and ensure timely action in line with those approvals.
- ✓ 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- ✓ Processing of all clearance forms, release of security deposit of students who have passed out or withdrawn their admission.
- ✓ Reconciliation of students' fee 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.

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REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ BBA/B. Com / MBA / ACCA / CMA / CA part qualified
Required Experience	<ul style="list-style-type: none"> <li>✓ 1-2 year of experience in relevant field, preferably in a University/School.</li> <li>✓ Preferably have worked on PeopleSoft Student Financials/SAP module or any other Oracle based software.</li> </ul>

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

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

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