



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

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މާލެ، ދިވެހިރާއްޖެ
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POSITION DESCRIPTION

POSITION	Accounts Officer
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	July 7, 2021
DEADLINE FOR APPLICATION	July 14, 2021

BROAD PURPOSE

For maintaining and recording receivable accounts and providing student's statistics including preparation of data required for partner universities.

Reports to: Senior Manager, Finance Department

BASIC SALARY	MVR 5,000/-
SERVICE ALLOWANCE	MVR 3,000/-

Time: 0900hrs – 1700hrs (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Prepare receipts and collect fees
- Reconciles all revenues collected on a daily basis. Checks balances against accounting receipt records.
- Prepare Daily Cash Collection Report (on Shift Basis)
- Enter Receipts and Invoices to Quick Book Software on Daily Basis.
- Visit to Bank for cash deposits and Withdrawals on daily basis or as and when required
- Order and issue OUM and Foundation student Text to students
- Attend Purchasing requisitions and visit the Suppliers' outlets to get quotation on time and take cheques and purchasing order to the respective suppliers.
- To attend online purchasing requirements and obtain quotations
- Maintains and serves as point of contact with the Administrative Offices concerning accounting issues.
- Attend phone calls
- Issue Course fee statements to students

- Monitor the use of supplies and equipment and make requests for stationeries
- Arrange delivery of all incoming and outgoing correspondence to the relevant parties/personal as per the set procedures.
- To assist in typing and revising documents.
- Prepare / draft documents such as letter, purchase order, reports, agreements, minutes, and messages.
- Maintain the general filing system and file all correspondence
- Maintain an adequate inventory of office supplies
- Provide word-processing and secretarial support
- To ensure waste is minimized in the department when using office supplies
- Ensure that the work area is always clean, hygienic and organized and hospitable to students and customers at all times
- Attend to student complaints and settle the issue if possible. If not possible, forward the issue to the relevant personal and follow up

Other Responsibilities:

- To be informed and be updated with the program updates
- Give program advice to incoming queries and guests
- Be aware and up to date with competitor programs and their prices and ready to convince customers that the programs offered at VC are the best
- Attend the necessary training sessions
- Assist and participate in marketing activities organized by the College
- Other tasks assigned by the College

Education**Essential**

- GCE A' Level

Desired

- Diploma in Accounting

Experience**Essential**

- One-year experience in Accounting
- ACCA or any professional accounting certificate would be an added advantage

Special Requirements:

- Some after-hours work maybe required
- Travel within atoll campuses
- Conversant with a range of technologies and administration appropriate for a modern academic institution.

Skills and Competencies

- Proficiency in speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint
- Good presentation and oral communication skills
- Excellent report writing skills
- Supervisory and leadership skills

Character requirements / general attributes

- Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks
- Attention to detail