



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

+960 3303200
+960 3303299

info@villacollege.edu.mv
www.villacollege.edu.mv

މޮޅު ޓޭބަލްޖް
މޮޅު ޓޭބަލްޖް، ރާޙް ދެބާއި ހިންގުނު
މަދަރުސާ ވިލާ ކޮލިޖް
މާލެ، ދިވެހިރާއްޖެ

POSITION DESCRIPTION

POSITION	Accounts Officer, Receivables
EMPLOYMENT TYPE	Full-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus
DATE ADVERTISED	07 May 2024
DEADLINE FOR APPLICATION	14 May 2024

BROAD PURPOSE

To lead the accounts receivable section and be responsible for the collection and student relations.

Reports to: Manager, Receivables/ Deputy Director, Finance Department

REMUNERATION	
Basic Salary:	MVR 5,500
Service Allowance:	MVR 4,000
Total Remuneration:	MVR 9,500
Working Hours:	0900 – 1700 (Sunday to Thursday and Saturdays where necessary)

CORE RESPONSIBILITIES

1. Ensure timely collection of payments.
2. Assure timely and accurate invoicing
3. Manage cash application making sure all cash receipts are applied properly
4. Conduct credit checks on all customer, establish and manage limits
5. Overseeing customer billing and cash receipts processing
6. Proper recording and application of cash, management of outstanding invoices, and direct interfacing with customers on collection matters and dispute resolution
7. Negotiate with clients in non-payment cases
8. Organize records of invoices, bills and deposits
9. Support admin staff on a daily basis and train new team members

Other Responsibilities:

- Answering to students on matters related to payment and making payment arrangements where necessary, and oracle data migration
- Attend the necessary training sessions
- Assist and participate in marketing activities organized by the College and assist it other tasks assigned by the college

Education and Experience:

Essential

- A level
- Minimum 2 years experience in a related field

Skills and Competencies

- Proficient knowledge and Skills in use of Microsoft Excel
- Proficient knowledge and skills in use of Microsoft Word
- Effective communication skills
- Attention to details and take initiative in tasks

Character requirements / general attributes

- Good interpersonal skills to develop and maintain effective working relationships
- Punctual
- Ability to handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks