

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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

+960 3303200

+960 3303299

info@villacollege.edu.mv

www.villacollege.edu.mv

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ދާއިރާ، ދިވެހިސަރުކާރުގެ

POSITION DESCRIPTION

POSITION	Senior Accounts Executive, Receivable
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	21 October 2024
DEADLINE FOR APPLICATION	27 October 2024

BROAD PURPOSE

For maintaining and recording receivable accounts and maintaining student statistics including preparation of data.

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

Salary: MVR 9,000/-, Allowance: MVR 4,200/-

Time: 09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Maintaining and recording receivable accounts and maintaining student statistics including preparation of data required for stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure timely collection of payments.
- Ensure invoice to MOE is dispatched on time
- Follow up with MOE in collecting payments for the invoices.
- Follow up and send reminders to self pay students with outstanding invoices.
- Preparing student number analysis
- Close Refund Requests, Course fee statement requests and other forms.
- Attending to student queries

POSITION DIMENTION

- will have authority to access student information, SMS system and Quick Books

Education

- Diploma in a relevant field

Experience

- One year of experience in a relevant field is desired

Skills and Competencies

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint
- Good presentation and oral communication skills

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