



Villa College QI Campus, Rah Dhebai Hingun,
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ފަރާތުން، ރާއްޖޭގެ
ސަރުކާރުގެ ރިސޯސް
ދަށުން، ދިވެހިސަރުކާރުގެ

POSITION DESCRIPTION

POSITION	Assistant Manager, Payable
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	14 November 2024
DEADLINE FOR APPLICATION	23 November 2024

BROAD PURPOSE

To lead the accounts payable section and be responsible for the payments and vendor relations.

Reports to: Deputy Director, Finance Department

Salary: MVR 6,000/-, Allowance: MVR 4,200/-

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

OVERALL RESPONSIBILITIES

- To lead accounts payable section and be responsible for the payments and vendor relations.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that all payments for bills and other payables are paid on/before they are due. Manage cash application making sure all cash receipts are paid properly.
- Ensure that all records of payables are entered daily and recorded accurately in accounting software.
- Prepare Monthly payments and payable report
- Preparation of payment vouchers and cheques for monthly payment of casual workers
- Preparation of monthly Accruals of expenses in QB Organize records of invoices, bills, and deposits
- Attend and provide all assistance in annual audit, both internal and external.

POSITION DIMENSION

- Answering to vendors on matters related to payment and making payment arrangements where necessary
- Oracle data migration
- Staff will have the authority to access student information
- Access to quick books
- Access to Oracle

Education

- Diploma in a relevant field

Experience

- Two years of experience in a relevant field

Skills and Competencies

- Excellent verbal communication, and the ability to convey information clearly and effectively.
- Strong leadership abilities and initiative
- Excellent delegator and mediator
- Great interpersonal skills and customer service.
- Quick decision-making and problem-solving abilities.

Character requirements / general attributes

- Ability to work in a team
- Organizational skills
- Approachable
- Multi-tasking
- Time management