



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Senior Finance Assistant

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Senior Finance Assistant within the Finance Department.

The Senior Finance Assistant will contribute to, in working with the Director of Finance and compliance with the Finance policies and procedures, the implementation of Finance functions and activities and carry out administrative tasks as assigned by the Director of Finance.

VACANCY TITLE:	Senior Finance Assistant
VACANCIES AVAILABLE:	One
DEPARTMENT:	Finance
JOB FAMILY:	Administration
TYPE OF CONTRACT:	Full Time
HOURS OF WORK:	40 Hours/Week
PLACE OF WORK:	University of Kurdistan Hewlêr (UKH)
REPORTING TO:	Director of Finance
CONTRACT DURATION:	3 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Open until hiring the candidate
JD VERSION:	23092024



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زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

- Handle cash transactions, including receiving payments, issuing receipts, maintaining petty cash, and balancing daily cash inflows and outflows.
- Perform accurate and timely data entry of bank transactions into the SAP system.
- Maintain organized and efficient archival systems for financial documents and records.
- Handle the organization, filing, and retrieval of financial documents as required.
- Assist with month-end and year-end financial closing processes.
- Assist in Account Receivable processes such as allocation of income and credit control.
- Assist the Finance team in answering audit queries during internal and external audits.
- Collaborate with team members to ensure smooth and efficient operation of the finance department.
- Provide administrative support to the finance team as needed.
- Assist with different tasks and projects as assigned by the senior Finance members.
- Maintain confidentiality and integrity of financial data at all times.
- Perform other duties commensurate with the nature of the Position and as requested by the Line Manager.

PERSON SPECIFICATIONS

- Bachelor's degree in finance, Accounting, Business Administration, or related field.
- Proven experience in data entry and financial record-keeping.



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زانکۆی کوردستان ههولێر

- Familiarity with SAP or similar financial management software is preferred.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office applications, especially Excel and Word.
- Be highly numerate, and accurate with the ability to interpret large quantities of financial data.
- High level of interpersonal and communication skills, including a commitment to offering high level customer service.
- Ability to prioritize tasks and manage multiple deadlines effectively.
- Serve as backup for other staff during their absence, ensuring continuity of operations.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Senior Finance Assistant and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.