



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Finance Associate

The University of Kurdistan Hewlêr is a leading modern University in the Kurdistan Region – Iraq and we are at an exciting stage in our development.

The Finance Associate 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:	Finance Associate
VACANCIES AVAILABLE:	One
DEPARTMENT:	Finance
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Director of Finance
APPOINTMENT DURATION:	Three Years
PROBATION PERIOD:	Six Months
APPLICATION DEADLINE:	The application is open until the position is filled.
JD VERSION:	250623



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DUTIES AND RESPONSIBILITIES

The Finance Associate, in consultation with the line manager, will:

- Discharge duties as Cashier, reconcile the cash on hand with records on a daily basis, and be responsible for the safe custody of cash and related records.
- Ensure that adequate stock of cashiering-related forms and stationery is available at all times.
- Liaise with other departments including Registrar's Office concerning cashiering and other assigned finance functions.
- Correspond with students and others for the realization of receivables.
- Update and maintain a variety of financial and other University records, vouchers, files, and databases, such as but not limited to, income and expense, cash receipts, cash payments, financial approvals, assets, liabilities, depreciation, payroll information, bank receipts, bank payment, purchasing invoices, fee invoices, accounting vouchers, etc.
- Participate in the month-end/year-end closing as required.
- Responsible for the monthly reconciliations of the major accounts such as Accounts Receivable, Accounts Payable, Cash/Bank accounts, petty cash, and inventory.
- Be involved in preparing various financial, statistical, and administrative reports.
- Support the Director of Finance and other team members with the day-to-day running of the finance department.
- Answer relevant inquiries to the post and provide information to faculty, students, staff, and the public on financial policies and procedures.
- Participate in completing payroll to ensure staff members are paid in an accurate and timely manner.
- Print and circulate documents and data and information required for meetings and departmental use.
- Process invoices, purchase documentation, receipt and payment documents, accounting vouchers, petty cash reconciliation, bank reconciliation, and other records.
- Enter data into systems and software.
- Process backup reports after data entry.
- Monitor and request office supplies.
- Prepare travel bookings as required.
- Ensure the confidentiality and security of all financial and employee data.
- Type and draft documentation such as, but not limited to, reports, confidential documents, minutes of meetings, etc.
- Circulate information updates among Finance members or other departments if required.
- Manage e-mail and other correspondence appropriately and maintain electronic and paper diaries.
- Communicate with the banks to obtain bank statements.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager and/or his/her designee.



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- Be responsible for maintaining the overall archiving of Finance Department's documents in accordance with the archiving policy, and make sure the availability of the documents at all times for internal/external use.

PERSON SPECIFICATIONS

The Finance Associate should have the following skills and competencies:

- A bachelor's degree in Finance/Accounting with 2 years of experience is required.
- Good spoken and written ability in English & Kurdish language; Arabic language will be an advantage.
- Base knowledge of financial software systems and financial databases (preferably SAP).
- General knowledge of Finance activities, such as payroll, accounts payable, accounts receivable, etc. is preferable.
- Ability to use office equipment, such as printers, scanners, etc.
- Good working knowledge of word processing and spreadsheet software packages, such as Microsoft Office Word and Excel.
- Ability to enter, arrange and categorize data and information.
- Typing skills with the ability to apply specific documentation and numerical format.
- Ability to maintain a high level of accuracy in preparing and entering financial data and information.
- Ability to manage and prioritize own tasks.
- Integrity and understanding of care needed with sensitive information.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Finance Associate 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.