



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement
Finance Supervisor

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 Supervisor will contribute to the success and growth of the Department and effectively support and provide guidance to the management and team members on implementation of Finance strategies and delivery of Finance services as instructed by the Director of Finance. This position will be responsible for providing support and guidance in the various Finance functions.

VACANCY TITLE:	Finance Supervisor
VACANCIES AVAILABLE:	One
DEPARTMENT:	Finance
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week
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:	250623-2

DUTIES AND RESPONSIBILITIES

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

- Be responsible for the accounting functions including data entry, preparation, and processing of vouchers following the generally accepted accounting practices and standards (IFRS).
- Be responsible for maintaining the integrity and accuracy of accounting and financial information.
- Be responsible for preparing and maintaining fixed assets register and inventory registers.
- Be responsible for banking processes, bank reconciliation, and communication with the banks.
- Maintain financial, accounting, and other records including but not limited to the policies, regulations, decrees, orders, and contracts. Maintain an effective archiving system.
- Manage and prioritize tasks, and meet the timelines.
- Be responsible for the month-end/year-end closing by providing an accurate, timely, and audited Trial Balance.



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- Officiate for other team members in their absence, and as required.
- Be highly involved in knowledge building and knowledge sharing including training of University staff regarding policy and procedures, audit processes, budgeting, variance analysis, fixed assets management, inventory management, financial performance monitoring, etc., and providing technical financial guidance to the management.
- Be vigilant to sense wrongdoings and report the same to the President directly or through proper channels, as deemed appropriate.
- Carry out special projects as assigned by the line manager.
- Liaise with government departments, auditors, banks, students, staff, management, and other stakeholders.
- Facilitate external and internal financial and other audits.
- Review the internal controls, financial policies, procedures, and processes on an ongoing basis, advise about the weaknesses therein, and recommend improvements.
- Be involved in program planning, policy, procedure, and process development.
- Be involved in the preparation, control, monitoring, revision, and auditing of the payroll, accounting vouchers, reports, and participate in ensuring the accuracy of financial reporting, including identifying errors and proactively correcting these in a timely way.
- Prepare and reconcile periodic and annual financial statements.
- Participate in the processes of budget and developmental planning of the Department and the University.
- Analyze financial information and contribute to explanatory reports in relevant formats for management and staff within the department as required.
- Implement financial policies and procedures and make sure they are followed.
- Maintain financial, accounting, and other records including but not limited to the policies, regulations, decrees, orders, and contracts.
- Be involved in improving accuracy and efficiency.
- Ensure the confidentiality and security of all financial and employee files.
- Circulate information updates among Finance members or other departments if required.
- Manage e-mail correspondence appropriately and maintain electronic and paper diaries.
- Provide required information and assistance in the budgeting process and developmental planning of the Department and the University.
- Supervise the task of subordinates, and other staff, as required by the Director of Finance.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

PERSON SPECIFICATIONS

The Finance Supervisor should have the following skills and competencies:

- Bachelor's Degree in Finance/Accounting with 5 years of experience, OR;
- Master's degree in Finance/Accounting with a minimum of 3 years of experience.



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- In-Progress or holder of a Professional Certificate such as (CMA, CPA, DipIFRS) would be an advantage.
- Advanced spoken and written ability in English and Kurdish languages. The Arabic language will be an advantage.
- Ability to perform, maintain, and develop a broad range of Finance, accounting, and auditing activities, functions, and processes.
- Advanced knowledge of auditing, accounting, and finance functions, including but not limited to internal auditing, maintenance of books of account, preparation of annual and periodic financial statements, management reporting, payroll, accounts payable, accounts receivable, funds management, fixed assets management, inventory management, etc.
- Ability to listen, discuss, negotiate, and provide advice and information on difficult, complex, or sensitive issues, considering the views of all parties.
- Ability to present information, including financial reports, verbally and in writing with clarity and credibility.
- Ability to use computers and office equipment.
- Advanced working knowledge of word processing and spreadsheet software packages, such as Microsoft Office Word, Excel, PowerPoint, and Access.
- Good understanding of generally accepted accounting practices, government laws, financial rules, and regulations.
- Excellent knowledge of financial software systems and financial databases (preferably SAP).
- Ability to arrange, categorize, keep, and analyze data and information.
- Typing skills with the ability to apply specific documentation and numerical format.
- Ability to maintain a high level of accuracy and confidentiality in using, preparing, and entering financial data and information.
- Good attention to detail.
- Ability to manage and prioritize own tasks.
- Integrity and understanding of care needed with sensitive financial information.

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 Supervisor 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.