



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Senior 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 Senior Finance Associate will contribute to the functioning of the Finance Department in accordance with the laid down policies and procedures under direct supervision of the Finance Manager and overall direction of the Director of Finance.

VACANCY TITLE:	Senior 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:	Application is open until the position is filled.
JD VERSION:	250623-1

DUTIES AND RESPONSIBILITIES

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

- Be responsible for the safe custody of Language Testing Vouchers, maintain related records, and reconcile the inventory thereof.
- Be responsible for the safe custody of valuable stationery, maintain related records, reconcile the inventory of such stationery, and safe keep the used stationery.
- Discharge duties as Cashier, reconcile cash on hand with records daily and recoup the shortages, and be responsible for the safe custody of cash. Be prepared for surprise and scheduled verification of cash and valuable stationery at any time, as required by the Auditors, Line Manager, or University management.
- Ensure that adequate stock of forms and stationery related to finance and cashiering functions are available at all times, and advise about the printing of forms well in advance.
- Liaise with other departments including Academic Registrar's Office concerning cashiering, student fees, and other assigned finance functions.



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- Communicate with students and others for the realization of receivables.
- Prepare, 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.
- Assist in payroll processing with due consideration to accuracy and timeliness.
- Process and prepare invoices, receipt and payment documents, accounting vouchers, petty cash reconciliation, bank reconciliation, purchase documentation, and other records.
- Assist in preparing various financial, statistical, and administrative reports.
- Support the Director of Finance and other team members in the day-to-day functioning of the Finance Department and fill in for another position when required.
- Respond to enquiries relevant to the position, and provide information to students, employees, and the public on financial policies and procedures.
- Enter data into systems and software, arrange, collate, categorize data and information into statistical reports, and process backup reports after data entry.
- Type and draft documentation, including but not limited to emails, letters, notices, reports, minutes of meetings, etc.
- Monitor and request office supplies.
- Prepare travel quotations.
- Maintain a very high level of accuracy and perfection, duly ensuring that there are almost no errors.
- Ensure the confidentiality and security of all financial and employee data.
- Print and circulate documents, data, and information required for meetings and departmental use.
- Manage e-mail and other correspondence appropriately and maintain electronic and paper records.
- Communicate with banks to obtain bank statements and perform other banking tasks, as assigned.
- Visit government departments and banks, as assigned.
- Undertake any other duties commensurate with the nature of the post, and as required by the Line Manager and/or his designee.
- 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.



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PERSON SPECIFICATIONS

The Senior Finance Associate should have the following skills and competencies:

- A bachelor's degree in accounting/finance with a minimum experience of 4 years in accounting.
- Highly disciplined, very punctual, honest, and a person of impeccable integrity.
- Good working knowledge of finance and accounting functions, including but not limited to bookkeeping, modern accounting practices, banking, cashiering, payroll, accounts payable, accounts receivable, filing, etc.
- 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).
- Good working knowledge of computers, accounting software, MS Excel, and MS Word with very good typing speed; exposure to Sage software will be an advantage.
- Ability to draft emails, letters, notices, and other communication.
- Ability to enter, arrange, collate, and categorize data and information into statistical reports.
- Ability to maintain a very high level of accuracy and perfection, with almost no errors.
- Ability to manage and prioritise own tasks.
- 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: Senior 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.