



University of Kurdistan Hewlêr  
زانكۆی كوردستان ههولێر

**Vacancy Announcement**  
**Finance Senior Assistant**

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 Senior Assistant will contribute to the success and growth of the department through the implementation of Finance functions and activities in compliance with UKH Financial policies and procedures.

---

<b>VACANCY TITLE:</b>	Finance Senior Assistant
<b>VACANCIES AVAILABLE:</b>	One
<b>DEPARTMENT:</b>	Finance
<b>JOB FAMILY:</b>	Administration
<b>TYPE OF CONTRACT:</b>	FTE 1.0
<b>HOURS OF WORK:</b>	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr
<b>REPORTING TO:</b>	Director of Finance or the assigned employee
<b>APPOINTMENT DURATION:</b>	One Year
<b>PROBATION PERIOD:</b>	Three Months
<b>APPLICATION DEADLINE:</b>	30 April 2024
<b>JD VERSION:</b>	230424

---



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**DUTIES AND RESPONSIBILITIES**

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

- Perform accurate and timely data entry of bank transactions into the SAP system.
- 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.
- Participate in the month-end/year-end closing as required.
- 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.
- Be responsible for the accounting functions including data entry, preparation, and processing of vouchers following the International Financial Reporting Standards (IFRS).
- Be responsible for maintaining the integrity and accuracy of accounting and financial information.
- Manage and prioritize tasks and meet deadlines and timelines.
- 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.
- 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.
- Print and circulate documents and data and information required for meetings and departmental use.
- Process backup reports after data entry.
- Monitor and request office supplies.
- Prepare travel bookings as required.
- Serve as backup for cashier staff during their absence to ensure continuity of operations.
- Be responsible for maintaining the overall archiving of Finance Department's documents per the archiving policy, and always ensure the availability of the documents for internal/external use.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**PERSON SPECIFICATIONS**

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

- A bachelor's degree in Finance/Accounting/Business Administration or a related field with relevant experience in data entry and financial record-keeping.
- 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](mailto:jobs@ukh.edu.krd) by indicating the Vacancy Title: Finance Senior 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.