



University of Kurdistan Hewlêr  
زانكۆی كوردستان ههولێر

VACANCY ANNOUNCEMENT

FINANCE OFFICER

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 Officer will contribute to the success and growth of the Department by supporting the management and team members in implementing Finance strategies and delivering Finance services as instructed by the Director of Finance. This position will be responsible for providing essential support in various Finance functions.

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| <b>Vacancy Title:</b>        | Finance Officer  |
| <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  |
| <b>Appointment Duration:</b> | Three Years  |
| <b>Probation Period:</b>     | Six Months   |
| <b>Application Deadline:</b> | The Application Is Open Until The Position Is Filled           |
| <b>Jd Version:</b>           | 270524   |

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**DUTIES AND RESPONSIBILITIES**

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

- Perform accounting functions including data entry, preparation, and processing of vouchers per the generally accepted accounting practices and standards (IFRS).
- Assist in maintaining the integrity and accuracy of accounting and financial information.
- Help in preparing and maintaining fixed assets registers and inventory registers.
- Support banking processes, bank reconciliation, and communication with banks.
- Maintain financial, accounting, and other records, including policies, regulations, decrees, orders, and contracts, and maintain an effective archiving system.
- Manage and prioritize tasks to meet deadlines.
- Assist in the month-end/year-end closing by providing an accurate, timely, and audited Trial Balance.
- Provide backup support for other team members in their absence, as required.
- Participate in knowledge sharing and training of University staff regarding policy and procedures, audit processes, budgeting, variance analysis, fixed assets management, inventory management, financial performance monitoring, etc., and provide technical financial guidance to the management.
- Report any wrongdoings to the line manager.
- Carry out special projects as assigned by the line manager.
- Liaise with government departments, auditors, banks, students, staff, management, and other stakeholders as required.
- Facilitate external and internal financial and other audits.
- Review internal controls, financial policies, procedures, and processes, advise on weaknesses, and recommend improvements.
- Assist in program planning, policy, procedure, and process development.
- Help in the preparation, control, monitoring, revision, and auditing of the payroll, accounting vouchers, and reports, and ensure the accuracy of financial reporting.
- Assist in preparing and reconciling periodic and annual financial statements.
- Participate in budget and developmental planning processes 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 ensure they are followed.
- Assist in improving accuracy and efficiency.
- Ensure confidentiality and security of all financial and employee files.
- Circulate information updates among Finance members or other departments if required.
- Manage email correspondence and maintain electronic and paper diaries.
- Provide required information and assistance in the budgeting process and developmental planning of the Department and the University.
- Undertake any other reasonable duties commensurate with the nature of the post as requested by the line manager.



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**PERSON SPECIFICATIONS**

The Finance Officer should have the following skills and competencies:

- Bachelor's Degree in Finance/Accounting with minimum 4 years of experience, OR;
- Master's degree in Finance/Accounting with a minimum of 4 years of experience.
- In progress or holder of a Professional Certificate such as (CMA, CPA, DipIFRS) would be an advantage.
- Proficiency in spoken and written English and Kurdish. 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.
- Knowledge of auditing, accounting, and finance functions, including internal auditing, maintenance of books of account, preparation of 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 on difficult, complex, or sensitive issues, considering all viewpoints.
- Ability to present information, including financial reports, verbally and in writing with clarity and credibility.
- Ability to use computers and office equipment.
- Proficiency in 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.
- Knowledge of financial software systems and databases (preferably SAP).
- Ability to arrange, categorize, keep, and analyze data and information.
- Typing skills with the ability to apply specific documentation and numerical formats.
- Ability to maintain accuracy and confidentiality in using, preparing, and entering financial data and information.
- Attention to detail.
- Ability to manage and prioritize own tasks.
- Integrity and understanding of care needed with sensitive financial information.



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**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 Officer 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.
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