



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

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

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Senior Finance Assistant within the Finance Department.

The Senior Finance Assistant will contribute to 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.

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<b>VACANCY TITLE:</b>	Senior Finance Assistant
<b>VACANCIES AVAILABLE:</b>	One
<b>DEPARTMENT:</b>	Finance
<b>JOB FAMILY:</b>	Administration
<b>TYPE OF CONTRACT:</b>	Full-Time
<b>HOURS OF WORK:</b>	40 Hours/Week
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr (UKH)
<b>REPORTING TO:</b>	Director of Finance
<b>CONTRACT DURATION:</b>	1 Year
<b>PROBATION:</b>	3 Months
<b>APPLICATION DEADLINE:</b>	Open until the position is filled
<b>Anticipated Start Date:</b>	17 <sup>th</sup> June 2026
<b>JD VERSION:</b>	180526

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**DUTIES AND RESPONSIBILITIES**

- Handle cash transactions, including receiving payments, issuing receipts, maintaining petty cash, and balancing daily cash inflows and outflows.
- Perform accurate and timely data entry of bank transactions into the SAP system.
- Maintain organised and efficient archival systems for financial documents and records.
- Handle the organisation, filing, and retrieval of financial documents as required.
- Assist with month-end and year-end financial closing processes.
- Assist in accounts receivable processes such as allocation of income and credit control.
- Assist the Finance team in answering audit queries during internal and external audits.
- Collaborate with team members to ensure smooth and efficient operation of the finance department.
- Provide administrative support to the finance team as needed.
- Assist with different tasks and projects as assigned by the senior Finance members.
- Maintain confidentiality and integrity of financial data at all times.
- Perform other duties commensurate with the nature of the Position and as requested by the Line Manager.

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**PERSON SPECIFICATIONS**

- Bachelor's degree in finance, Accounting, Business Administration, or related field.
- Proven experience in data entry and financial record-keeping.
- Familiarity with SAP or similar financial management software is preferred.
- Strong attention to detail and accuracy in data entry.
- Excellent organisational and time management skills.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office applications, especially Excel and Word.
- Be highly numerate and accurate with the ability to interpret large quantities of financial data.



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- High level of interpersonal and communication skills, including a commitment to offering high-level customer service.
- Ability to prioritise tasks and manage multiple deadlines effectively.
- Serve as backup for other staff during their absence, ensuring continuity of operations.

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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 specific Vacancy Title: Senior Finance 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.