



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

+960 3303200
+960 3303299

info@villacollege.edu.mv
www.villacollege.edu.mv

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މޮލް ޓެކްނޮލިޖީ، ރާއްޖޭގެ ބަނޑުލަނޑު
މާލެ، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ
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POSITION DESCRIPTION

POSITION	Accounts Officer, Payable
EMPLOYMENT TYPE	Full-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus
DATE ADVERTISED	07 May 2024
DEADLINE FOR APPLICATION	14 May 2024

BROAD PURPOSE

To handle the accounts payable section and be responsible for the payments and ensuring all payments are recorded and paid on a timely manner.

Reports to: Senior Manager, Payable/ Deputy Director, Finance Department

REMUNERATION	
Basic Salary:	MVR 5,000
Service Allowance:	MVR 4,000
Total Remuneration:	MVR 9,000
Working Hours:	0900 – 1700 (Sunday to Thursday and Saturdays where necessary)

CORE RESPONSIBILITIES

- Ensure that all payments for bills and other payables are paid on/before they are due Manage cash application making sure all cash receipts are applied properly.
- Ensure that all records of payables are entered daily and recorded accurately in accounting software.
- Prepare monthly payments and payable report
- Preparation of payment vouchers and cheques for monthly payment of casual workers
- Preparation of Monthly Accruals of Expenses in QB Organize records of invoices, bills, and deposits
- Attend and provide all assistance in annual Audit, both internal and external.
- Provide the administrative, support and sales services to the department and college.
- Prepare receipts and collect fees
- Reconciles all revenues collected on a daily basis. Checks balances against accounting receipt records.
- Prepare Daily Cash Collection Report

- Enter Receipts and Invoices to QuickBooks Software on Daily Basis.
- Visit to Bank for cash deposits and Withdrawals on daily basis or as and when required
- Order and issue OUM and Foundation student Text to students
- Attend Purchasing requisitions and visit the Suppliers' outlets to get quotations on time and take cheques and purchasing orders to the respective suppliers.
- To attend online purchasing requirements and obtain quotations
- Maintains and serves as point of contact with the Administrative Offices concerning accounting issues.
- Attend phone calls
- Issue Course fee statements to students
- Monitor the use of supplies and equipment and make requests for stationeries
- Arrange delivery of all incoming and outgoing correspondence to the relevant parties/personal as per the set procedures.
- To assist in typing and revising documents.
- To prepare / draft documents such as letters, purchase order, reports, agreements, minutes, and messages.
- Maintain the general filing system and file all correspondence
- Maintain an adequate inventory of office supplies
- Provide word-processing and secretarial support
- To ensure waste is minimized in the department when using office supplies
- Ensure that the work area is always clean, hygienic and organized and hospitable to students and customers at all times

Other Responsibilities:

- To be informed and be updated with the program updates
- Give program advice to incoming queries and guests
- Be aware and up to date with competitor programs and their prices and ready to convince customers that the programs offered at VC are the best
- Attend the necessary training sessions
- Assist and participate in marketing activities organized by the College
- Other tasks assigned by the College

Education and Experience:

Essential

- O Level or A level
- Experience in a related field would be an added advantage

Desired

- Minimum 1-year experience in a related field would be an added advantage

Skills and Competencies

- Proficient knowledge and Skills in use of Microsoft Excel
- Proficient knowledge and skills in use of Microsoft Word
- Effective communication skills
- Attention to details and take initiative in tasks

Character requirements / general attributes

- Ability to work under pressure
- Ability to pay attention to details
- Ability to work in a team