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## POSITION DESCRIPTION

<b>POSITION</b>	Accounts Officer
<b>EMPLOYMENT TYPE</b>	Full-time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Finance Department
<b>LOCATION</b>	QI Campus
<b>DATE ADVERTISED</b>	03 December 2024
<b>DEADLINE FOR APPLICATION</b>	10 December 2024

## BROAD PURPOSE

Maintaining and recording receivable accounts and maintaining student statistics including preparation of data required for partner universities

**Reports to:** Manager, Receivable/ Deputy Director, Finance Department

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

## CORE RESPONSIBILITIES

- Ensure timely collection of payments.
- Assist in preparing student number analysis
- Close Refund Requests, Course fee statement requests and other forms
- Assist in maintain campus revenues and student numbers
- Attending to student queries
- Completing student clearance

### Other Responsibilities:

- Collection of payments and preparing receipts
- Collecting information from the student management system, consolidating CODL and campuses
- close refund Requests, course fee statement requests and other forms
- attend to queries received at the counter and resolve issues

**Education and Experience:**

**Essential**

- A level ( Business stream)
- 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