



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

+960 3303200
+960 3303299

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

ދިވެހި ސަރުކާރުގެ
ދިވެހި ސަރުކާރުގެ
ދިވެހި ސަރުކާރުގެ
ދިވެހި ސަރުކާރުގެ

POSITION DESCRIPTION

POSITION	Senior Accounts Executive, Receivable
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Finance Department
LOCATION	QI Campus, Male'
DATE ADVERTISED	07 May 2024
DEADLINE FOR APPLICATION	14 May 2024

BROAD PURPOSE

The main purpose of the position is to lead the accounts receivable section and be responsible for collection and student relations.

Reports to: Manager, Receivables/ Deputy Director, Finance Department

Salary: MVR 9,000/-, Allowance: MVR 4,200/-

Time: 09:00 – 17:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Ensure timely collection of payments
- Assure timely and accurate invoicing
- Manage cash application making sure all cash receipts are applied properly
- Conduct credit checks on all customers, establish and manage limits
- Overseeing customer billing and cash receipts processing
- Proper recording and application of cash, management of outstanding invoices, and direct interfacing with customers on collection matters and dispute resolution
- Negotiate with clients in non-payment cases
- Organize records of invoices, bills and deposits
- Support admin staff on a daily basis and train new team members

MAIN DUTIES AND RESPONSIBILITIES

- Ensure timely collection of payments
- Assure timely and accurate invoicing
- Manage cash application making sure all cash receipts are applied properly
- Conduct credit checks on all customers, establish and manage limits
- Overseeing customer billing and cash receipts processing

- Proper recording and application of cash, management of outstanding invoices, and direct interfacing with customers on collection matters and dispute resolution
- Negotiate with clients in non-payment cases
- Organize records of invoices, bills and deposits
- Support admin staff on a daily basis and train new team members

POSITION DIMENSION

- Ensure timely collection of fees and accurate invoicing
- Ensure SMS data relating to students' finance is accurate and updated
- Conduct credit checks on all customers, direct interfacing with customers/students on collection matters, resolve disputes and ensure student queries relating to finance are attended in a timely manner
- Ensure timely dispatch of students' clearance and period of clearance of all students
- Update daily collections in QB and Oracle
- Organize records of invoices, bills and deposits
- Assist in preparation of annual revenue budget

	<p><u>Education</u></p> <ul style="list-style-type: none"> ● GCE A' level or Diploma in a relevant field <p><u>Experience</u></p> <ul style="list-style-type: none"> ● One year of experience in a relevant field ● Familiar with college fee structures and policies ● Experience in attending to student queries in regard to payments ● Familiar with QB/Oracle <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> ● Excellent verbal communication, and the ability to convey information clearly and effectively ● Strong leadership abilities and initiative ● Excellent delegator and mediator ● Great interpersonal skills and customer service ● Quick decision-making and problem-solving abilities <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none"> ● Good interpersonal skills to develop and maintain effective working relationships ● Ability to work under pressure, handle multiple tasks and meet tough deadlines ● Must be organized ● Take initiative in tasks ● Meticulous and ability to pay attention to details ● Ability to work for long hours if required
--	--