

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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## POSITION DESCRIPTION

<b>POSITION</b>	Senior Accounts Executive, Receivable
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Finance Department
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	03 December 2024
<b>DEADLINE FOR APPLICATION</b>	10 December 2024

## BROAD PURPOSE

For maintaining and recording receivable accounts and maintaining student statistics including preparation of data.

**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

- Maintaining and recording receivable accounts and maintaining student statistics including preparation of data required for stakeholders.

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure timely collection of payments.
- Assure timely and accurate invoicing.
- Manage cash applying and making sure all cash receipts are applied properly.
- Conduct credit checks on all customer, 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 DIMENTION

- will have authority to access student information, SMS system and Quick Books

### **Education**

- Diploma in a relevant field

### **Experience**

- One year of experience in a relevant field is desired

### **Skills and Competencies**

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint
- Good presentation and oral communication skills

### **Character requirements / general attributes**

- Good interpersonal skills to develop and maintain effective working relationships
- Punctual
- Ability to handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks