

## JOB DESCRIPTION

Designation	Finance Associate (Student Finance) (TP Career Kickstarter)
School/Department	Finance Department
Number of Position	1
Duration	12 months

### Key Responsibilities

#### Students' Union and Clubs Accounting

- Maintain accurate and up-to-date financial records using accounting software
- Perform month-end and year-end closing activities, including reconciling accounts, preparing adjusting entries, and generating financial statements
- Process accounts payable and accounts receivable transactions, ensuring timely and accurate payments and collections
- Assist with external audits

#### Student Finance operations

- Handle accounts receivable transactions, ensuring timely and accurate recording of receipts and collection
- Perform invoice adjustments based on approved requests from user departments
- Assist with general enquiries

### Prerequisites

- Qualification in the Accounting discipline.
- Proficient in Microsoft Office Suite and aptitude to learn new digital tools.
- Demonstrates a sense of urgency and able to meet deadlines.
- Resourceful and willingness to learn.
- Strong written and verbal communication skills.
- Effective presentation skills.
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking and meticulous.