

## Accounts and Student Service Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 26, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Accounting / Finance
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than 1 year

### Other Specification

**Job category:** Accounting/Finance/Students Service

- The ability to converse with Clients regarding outstanding debts
- Excellent communication and interpersonal skills
- Ability to work autonomously and demonstrate initiative
- High attention to detail
- Ability to multi-task
- Account reconciliation skills

### Essentials:

- Graduated with a Financial or Accounting degree (Bachelor's degree or above)
- Minimum of 2 years of experience in account receivable management and credit control
- Strong communication and change management skills
- Strong statistical, reporting and analytical skill
- Proficient in Microsoft Office, especially Excel
- Outstanding organisational and time management skills
- Structured, analytical and flexible
- Ability to work under pressure and meeting deadlines

### Preferred skills:

- Knowledge of XERO Accounting Software or similar software
  - Exposure to Training and Education Industry
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### Job Description

- Accounts Payable and Receivable
- Bank and Account reconciliations
- Month-end Reporting ,BAS Submissions, Payroll
- Budget Preparation and Costing Analysis
- Prepare relevant financial documents for the board and management
- Maintain and in charge of the company's computer-based accounting system
- administer the 'student lifecycle' from registration or admission to graduation or leaving
- Collect and disseminate information in a timely and accurate manner
- Creation of attendance spread-sheets, recording and reporting of progressive weekly student attendance
- Write and email attendance warning letters to students and keep records of such correspondence
- Record and maintain student electronic data (including attendance, intervention and student files)
- Contacting student via phone and email

- Create, maintain and enrol student accounts on Learning Management System (Moodle) and Student Management System
- General administration duties including handling email and telephone enquiries
- Other administrative duties as required

**Applying Procedure:**

- Please upload one document only that includes both your cover letter and CV/Resume, ensuring that you provide enough information relevant to this position to enable the selection panel to determine your suitability for this role
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**Applying Procedure**

Apply Link : <https://merojob.com/accounts-and-admin-officer-2/>

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