




JOB DESCRIPTION

Position Title	Assistant Accounts Receivable Officer
Faculty/Department	Finance Department
Reports to	Senior Revenue & Debt Officer
Position Level	Band 1 (TSS)
Purpose Of the Role	The Assistant Accounts Receivable Officer supports the finance team in managing and processing incoming payments, maintaining accurate receivables records, and ensuring the timely collection of outstanding balances. This role involves verifying invoices, reconciling accounts, and assisting with the preparation of financial reports. The ideal candidate will have strong attention to detail, excellent organisational skills, and a proactive approach to resolving discrepancies, thereby contributing to the financial health of the organisation.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Ensure accurate and efficient processing of invoices, payments, and receipts. • Respond promptly to queries related to accounts receivable, ensuring customer satisfaction. • Provide timely and professional support to clients and internal departments regarding billing and collections. • Update and maintain the registered student fees database • Preparation and processing of invoices to students/hiring of facilities

	<ul style="list-style-type: none"> • Liaise with Student Academic Services and School Coordinators regarding students' registration and enrolment
Quality	<ul style="list-style-type: none"> • Accuracy and completeness of all financial transactions related to accounts receivable. • Detailed and organised records of invoices, payments, and correspondence. • Regularly review accounts for discrepancies and resolve issues promptly. • Prepare accurate reports on receivables, ageing analysis, and collection status for management.
Team Work	<ul style="list-style-type: none"> • Collaborate effectively with colleagues in finance, sales, and customer service departments. • Share knowledge and best practices to enhance the efficiency and effectiveness of the team. • Communicate clearly and professionally within the team to ensure coordinated efforts.
Qualification and Experience	<p>Bachelor's Degree or Diploma in Finance, Business Studies or Commerce</p> <ul style="list-style-type: none"> • Familiar with computerised accounting software – Technology One, Attaché' and MYOB • Experience to work under pressure environment and meeting deadlines • Have good command of both oral and written communication skills • Have good office organisational management and administrative skills

Key Deliverables	<ul style="list-style-type: none">• Accurate and prompt issuance of invoices to clients.• Responding to and resolving customer inquiries efficiently.• Maintaining precise records of all receivable transactions.• Preparing regular reconciliation reports to ensure data integrity.• Ensuring all processes adhere to policies, standards, and regulations.• Sharing relevant information with internal teams to facilitate smooth operations.
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none">• Proven experience in accounts receivable, debt collection, or a similar finance role. <p>2. Technical Skills</p> <ul style="list-style-type: none">• Ability to analyse and interpret financial data and reports. <p>3. Communication Skills</p> <ul style="list-style-type: none">• Excellent communication and interpersonal skills to handle customer inquiries and resolve disputes <p>4. Attention to Detail and Accuracy</p> <ul style="list-style-type: none">• Demonstrated ability to maintain accurate records and perform reconciliations. <p>5. Time Management and Prioritisation</p> <ul style="list-style-type: none">• Strong organisational skills to meet deadlines and handle a high volume of transactions.

Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 43,920.72 - \$ 68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p>SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i></p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div data-bbox="472 1005 862 1212">  Director Human Resource </div> <div data-bbox="1232 1133 1478 1212"> 30th June 2026 Date-Approved </div> </div> <p>Additional Comments:</p>