

Job Description

Job Title:	Junior Accounts Officer
Department:	Accounting
Responsible to:	Chief Financial Officer (CFO)

Job Purpose:

The Junior Accounts Officer is responsible for ensuring accurate cash register operations, processing payments, and engaging with students at UCLan Cyprus.

Main Duties and Responsibilities:

1. Manage accurate sales and purchase ledgers, including supplier payments and student income.
2. Maintain and update the receipt register.
3. Support student financial services by addressing inquiries and issues regarding student financial support.
4. Collect Student fees.
5. Conduct reconciliations related to the collection of fees.
6. Assist in preparing statutory accounts for UCLan Cyprus and manage associated reconciliations and records.
7. Perform additional tasks as directed by the CFO.

Name:	
Signature:	
Date:	