

Job Card

- Job Title: Employee of Financial Affairs Unit

Job Reference

- Manager of Financial Affairs unit

Job Summary

- Print and revise payrolls and prepare financial procedures for the faculty employees.

Job Description

- Print payrolls for the faculty employees (Saudi and foreigners).
- Prepare payrolls for the extra hours for faculty staff.
- Prepare payrolls for faculty and scientific departments' boards.
- Prepare mandatory, conference and workshops attendance payrolls for the faculty staff.
- Prepare the overtime payrolls for faculty employees.
- Prepare letters for the Financial Affairs.
- Prepare database for the new internship students on computer and issue payment permissions.
- Prepare and deliver checks for the faculty employees.
- Keep copies of documents related to the financial affairs in a special file for reference.
- Arrange and organize the files related to the financial affairs.
- Perform any other work, related to his job, assigned to him by the Manager of Financial Affairs unit.

Qualifications and Experiences

- Diploma with the relevant experience or bachelor degree in Accounting.
- One year experience in financial affairs.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communicate with others.
- Proficient in using computer.