

## Job Card

- Job Title: Manager of Financial Affairs unit.

### Job Reference

- Administration Manager.

### Responsible for

- Employees of Financial Affairs Unit.

### Job Summary

- Supervise the Financial Affairs Unit and supervise printing and revising payrolls and prepare financial procedures for the faculty employees.

### Job Description

- Supervise the Financial Affairs Unit
- Supervise printing of the payrolls for the faculty employees (Saudi and foreigners).
- Supervise preparation of the faculty general budget.
- Supervise preparation of the payrolls for the extra hours for faculty staff.
- Supervise preparation of the payrolls for faculty and scientific departments' boards.
- Supervise preparation of the mandatory, conference and workshops attendance payrolls for the faculty staff.
- Supervise preparation of the overtime payrolls for faculty employees.
- Supervise preparation of the letters for the Financial Affairs.
- Supervise preparation of the database for the new internship students on computer and issue payment permissions.
- Follow-up preparation and delivery of checks for the faculty employees.
- Follow-up the faculty financial issues, in cooperation with the Planning and Budget Administration in that concern.
- Follow up the financial policies and procedures and supervise their accomplishment.
- Ensure completion of all regular conditions on all financial transactions.
- Contact with the different university Administrations to facilitate procedures related to financial issues.
- Revise the inventories and insure their regular completion.
- Prepare the reply to all transactions related to financial affairs in the faculty.
- Supervise the faculty financial account.
- Offer suggestions for development of financial procedures in the faculty.
- Follow-up recording of copies of transactions related to the financial affairs in a special file for later reference.
- Supervise arrangement and organization of the files related to the financial affairs.

- Perform any other work, related to his job, assigned to him by the Administration Manager.

### **Qualifications and Experiences**

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

### **Skills and Abilities**

- Competent to perform the required tasks.
- Have a leading personality and willing to take responsibility.
- Skilled in communication with others, encouraging them to team work.
- Proficient in using computer.

