



JOB DESCRIPTION

Title: Graduate Trainee - Finance

Immediate Supervisor: Accounts Assistant

Job Location: Clarke International University

GENERAL FUNCTION

The Finance Graduate Trainee will support the Finance Department in various functions, ensuring efficient and effective financial operations. This role is designed to provide hands-on experience and training in financial management and operations within the university setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contact students with outstanding dues and inform them of their pending balances.
- Supporting the department with data entry.
- Processing petty cash transactions as and when is required
- Assist in preparing of payment vouchers
- Handling correspondences between finance and other departments
- Ensure proper records management by filing all Finance documents
- Scanning documents and uploading as required
- Assist in preparing financial reports and statements.
- Provide excellent customer service to students, staff, and other stakeholders.
- Any other duties as assigned by the Line manager.

REQUIRED QUALIFICATIONS / PERSON SPECIFICATIONS:

- Recent graduate with a Bachelors in Finance and Accounting or related discipline from a recognized University or Institution
- Proficient computer skills in MS word, excel, PowerPoint, Access and Internet.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills.
- Willingness to learn and adapt in a fast-paced environment.
- Excellent customer service skills

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OFFICE**

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 hr@ciu.ac.ug

 www.ciu.ac.ug

Application Process:

Interested candidates should submit their resume and cover letter to the Human Resource Department through; email - hr@ciu.ac.ug; or hand delivered to the University Reception at Clarke International University in Bukasa Muyenga, C/O the Human Resources & Administration Manager.

Deadline for Submission: **14th June 2024.**

Note: Only short-listed candidates will be contacted.

Clarke International University (CIU) is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability

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