



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

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JOB DESCRIPTION – RECEIVABLES OFFICER

IDENTIFICATION

Position Title: Receivables Officer

Position Number: TSLs 09

Reports to: Head of Finance and Corporate Services

Location: Suva

Category: Staff

Supervised by: Head of Finance and Corporate Services

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLs) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer and implement Government funded scholarship, study loan and grant schemes. TSLs is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLs focuses on achieving demand led human capital development outcomes for Fiji.

POSITION CONTEXT

The Receivables Officer is a newly established position to carry out reconciliations of all the repayments from students and graduates, accurately receipting of payments received from students/graduates and updating of student account statement. The position is part of the Finance and Corporate Services and will work with Head of Finance and Corporate Service in recording and reconciliation of all repayments from students/graduates.

The Receivables Officer will ensure that all students and graduates are provided with updated and reconciled account statement in timely manner after receipting of their repayments.

KEY ACCOUNTABILITIES – RECEIVABLES OFFICER

- General responsibility to the Head of Finance and Corporate Services for prudential management of TSLs finances.
- Updating payment through direct deposit in student ledger.
- Recording and reconciling incoming payments with student account statement.
- Providing regular reports on student/graduate’s repayment status.
- Carrying out aging analysis on students/graduates defaulting repayment.
- Daily reconciliation of payments receipt with the student/graduate account statement.
- Work with Team Leader Travel and Bond Clearance and Head of Finance and Corporate Services in doing collection projections.

- Ensuring compliance with accounting standards, TSLS policies, and regulatory requirements related to accounts receivable and recovery processes.
- Identify Student/ graduates defaulting payment.
- Collaborate with Team Leader Travel and Bond Clearance in addressing the issues relating to defaulting payment.
- Work with Team Leader Travel and Bond Clearance in sending out timely reminders to students/ graduates doing repayment.
- Monitor student/ graduate accounts to ensure that repayments are correctly applied and received in a timely fashion.
- Utilize various communication channels, such as phone calls, emails, and letters, to follow up with students/ graduates and collect outstanding repayments.
- Investigate and resolve any repayment discrepancies or disputes in a professional and timely manner.
- Work with Team Leader Travel and Bond Clearance to provide updated and reconciled account statements to students/ graduates.
- Distribute monthly statements to customers to keep them informed of their outstanding balance.
- Assisting in Cash flow projection
- Assist in resolving queries and complaints from the stakeholders.
- Contribute to the daily assessment of a day's work for further improvements
- Assisting in getting the Financial Statement audited by attending to the auditor's queries and providing the necessary documents requested.
- Assembling relevant data as requested by Team Leader Travel & Bond Clearance and Head of Finance and Corporate Services.
- Performs related duties as assigned.

QUALIFICATION

- Degree in Accounting/ Finance or related Commerce field.

EXPERIENCE

- 3 - 5 years of relevant work experience in Receivables/ Payables Role.
- Demonstrated understanding of Financial System and Procedures.
- Demonstrated knowledge of recording transactions on Sage or other similar accounting software.
- Demonstrated knowledge of end of the month process including reconciliation.
- Demonstrated knowledge of procurement process.

ATTRIBUTES

- Organizational skills including attention to detail and multitasking skills.
- Ability to work under pressure and meet tight deadlines, managing multiple activities while working under minimum supervision.
- Communicate effectively orally and in writing.
- Ownership, accountability, high levels of confidentiality and integrity (relating to both data and verbal communication) is essential.

RENUMERATION

- **Salary Band:** 2
- **Salary Range:** \$22,568.00 - \$33,851.00

AGREEMENT

Signatures by Supervisor and the Receivables Officer imply the terms and conditions of employment contained herein are accepted, and the document forms a valid employment contract.

Supervisor's Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Witness Name: _____ Witness Signature: _____