

Assistant Manager Finance

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Крайний срок:	Истёк срок подачи заявок	
Зарплата:	По результатам собеседования	
Опыт работы:	3 year	
Город:	Бишкек	
Занятость:	полная занятость	
График работы:	с 09:00 до 18:00	



University of Central Asia

Адрес

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Информация

Общие сведения

Department: Finance Department

Reports to: Chief Finance Officer

Duty Station: Bishkek, Kyrgyzstan/Dushanbe, Tajikistan

Application Deadline: 08 October 2026

Purpose of the Role

The primary focus is on developing and implementing changes that impact financial processes in Student Lifecycle Module of SAP. The main purpose is to ensure increased efficiency of student financial processes through standardization, automation, and integration with information systems.

Why Join UCA?

- **Impactful Teaching and Research:** Contribute to an academic institution that is dedicated to fostering innovation and development in Central Asia and beyond.
- **Collaboration and Growth:** Be part of a diverse, interdisciplinary academic environment, with opportunities for collaboration and research across multiple fields of societal relevance.
- **Regional Leadership:** Lead the development of innovative solutions to regional challenges in climate adaptation, sustainable development, technology, data science, and digital policy.
- **Support for Female Scholars:** UCA is deeply committed to supporting all scholars in all fields, providing opportunities to further advance gender equity in academia.
- **UCA Background:**

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an

International Treaty signed by the Presidents of Kazakhstan, Kyrgyzstan and Tajikistan, and His Late Highness Prince Karim Aga Khan IV; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness Prince Rahim Aga Khan V is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and becoming a leading research university in the region and internationally. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org

Требования

Required Qualifications and Experience

- A bachelor's degree or diploma in finance and accounting from a reputable institution is preferred
- At least 5 years of experience in finance in a mid-level position or higher, including participation in decision-making, responsibility for results, and team management experience
- At least 3 years of experience in finance, including participation in automation and/or ERP implementation projects (preferably SAP)
- Practical experience in SAP implementation or customization (including interaction with IT, requirements definition, and solution testing)
- Experience describing business processes and translating them into functional requirements for the IT team
- Data skills: understanding data structure, reporting logic, and basic database principles
- Ability to analyze and optimize processes, identify bottlenecks, and propose solutions
- Skills in interacting with cross-functional teams (finance, IT, and operations)
- Attention to detail and the ability to ensure data accuracy and correctness. Ability to work in a project-based format and manage multiple tasks concurrently
- Good command of written and spoken English and Russian
- Good interpersonal and communication skills.

Обязанности

Main Duties and Responsibilities

- Conduct analysis of existing student financial processes (as-is), identifying opportunities for optimization
- Drive improvements in system logic related to input and processing of financial operations
- Streamline and standardize user workflows to enhance usability and reduce manual effort
- Define and document automation requirements (to-be) aligned with business needs
- Translate business processes into clear functional requirements and business logic for the IT team
- Design report structures, including calculation logic and underlying data sources
- Coordinate with IT by formulating tasks, clarifying requirements, and supporting implementation throughout the development cycle
- Perform testing of implemented solutions and ensure accuracy and reliability of outputs
- Provide support to finance team members in resolving system-related issues within standard processes
- Support of SPCE, GSD and SAS standard operations
- Support external audit processes regarding student financials, including data reconciliation, validation, and clarification of financial information
- Respond to management data requests by preparing, analysing, and ensuring accuracy of required information
- Maintain a comprehensive understanding of student processes and provide support by addressing non-standard scenarios and operational challenges
- Design report structures, including calculation logic and underlying data sources
- General support and overview for SPCE, GSD and SAS related financials

Условия

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on <https://tinyurl.com/3z5u58xj> by 08 October 2026.

Applications will be reviewed when received. Early applications are strongly encouraged.

Review other job vacancies at: <https://tinyurl.com/4ap22y4b>

О компании

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