

Job Description

Job Title	Director of Finance
Section	Finance Division
Category	Corporate and Support Services
Reports to	Vice Chancellor
Location/Campus	Kukum Campus
Responsible for	Sectional Heads

Summary of Duties

This is a newly created position for the University. Reporting to the Vice-Chancellor, the Director of Finance is expected to provide leadership in all areas of financial health of the University. The DF is required to ensure that all responsibility entrusted to the section are carried out, and that the section becomes a highly skilled and efficient unit with the University. The University now has over 8,000 students and over 500 staff on three campuses within a 4km radius, with distance learning centres in a number of locations. The University also has student management and finance systems, and would be introducing HR and properties management modules from 2020. The University has a budget of over SBD250m, and over SBD270m worth of built asset base. The Director is required to ensure that all aspects of finances of the University relating to students, staff, payees, suppliers, and donors are effectively and efficiently dealt with, and that all operations of the University relating to financial management are compliant with the Universities Finance Policies, SINU Act, and national laws. Areas of responsibility include: Management Accounting, Financial Accounting, and Revenue & Debt. Additionally, the responsibilities include planning and budgeting, facilitating procurement and contract management. Working with the Senior Management team, the Director will have a strategic input into both, the Financial strategic directions as well as the University's strategic directions.

Key Accountabilities

- Provide quality support systems and services to the University through overall management, control and administration of the facilities.
- Oversee Finance Division operations.
- Plan institutional financial development in line with strategic business objectives; managing and leading change to ensure efficient delivery of financial services to the University community and stakeholders;
- Supervise and coordinate staff activities in various Units within Finance.
- Work collaboratively with departments to ensure integrated service provision.
- Ensure compliance with policies and legislation.
- Ensure provision of high quality service and advice that is proactive and solution focused and responsive to the University stakeholder needs.
- It is also expected that the Director will carry out all other duties that are within the scope, spirit and purpose of the role as required.

Essential Qualification and Experience Requirements:

- An academic qualification in Accounting, at least at the Bachelor level, but preferably at the PG level, is required.
- Membership of a chartered accounting body is essential.

- Up-to-date awareness of accounting and financial standards is necessary.
- At least ten (10) years of work experience as an accountant, of which at least five (5) years is at the senior management level experience in a similar environment, or in managing a finance portfolio of at least SBD200m or equivalent, is expected.
- Excellent technical competencies and communication and report writing skills.

Desirable Attributes

- Strong skills in financial planning and project management.
- Knowledge and experience in University corporate, staff and students needs and demands, and appropriate strategies for balancing these.
- Strong financial skills.

Terms and Conditions

The position of Director is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances of between SBD220,000 and SBD304,000 per annum, and a housing support of upto SBD120,000 per annum. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.