



## JOB DESCRIPTION

<b>Title</b>	Director Finance
<b>Department</b>	Finance
<b>Report to</b>	Vice Chancellor
<b>Location/Campus</b>	Kukum Campus

### Summary:

- Provide high level leadership, direction, advice and support on University finance management issues, policies and practices to the University management and staff.
- Responsible for all financial and fiscal management aspects of the University strategy.
- Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the University.
- Ensure effective management in line with relevant university policies and procedures and within the University priorities and resources.
- Coordinate corporate finance, manage University policies regarding capital requirements, debt, taxation, equity and acquisitions.

### Key Duties & Responsibilities

#### Technical

- Manages the finance operational functions including, forecasting, budgeting, accounting practices, purchasing, cash management, administration of the chart of accounts and other financial operation of the University.
- Provides leadership and strategic direction on the implementation and operation of computer based financial management systems to ensure the integrity and accuracy of data and advice supplied to managers within the University.
- Provide leadership and direction on the implementation of accounting policies, procedures and practices.
- Ensures SINU finance policies are reviewed and available in accordance with Government policies and legislative requirements.
- Develop and manage the implementation of strategies to ensure the development and training of University staff.
- Ensure that the principles of ethical practice and appropriate legislative requirements are known and applied by all staff.
- Prioritize and allocate resources to units in the University on the basis of University budget and in line with the University strategic plans and directions
- Monitor and review allocations in line with plans, education programs and performance and reallocate resources not being fully utilized
- Define and establish Chart of Accounts for the University and allocate account numbers
- Recommend to the Vice-Chancellor new directions and strategies for the introduction of new financial systems at the University.
- Provide expert budget management advice to University management, schools and division
- Responsible for insurance and risk management

- Setting annual cost rates and prices for customers

### **Leadership**

- Formulates direction and strategy for the finance division. Manages and provides leadership on all operational functions.
- Analyses divisional needs and articulates them to University Executive.
- Provides timely and appropriate advice on all Divisional matters to senior management and Council.
- Leads the development and direct the implementation of strategies and plans for the University to enable the effective development and delivery of programs and services.
- Ensure the team delivers the highest standard of departmental, cross departmental and cross foundation teamwork and customer service.
- Ensure optimal deployment of resources to achieve the University goals.
- Develop finance and accounting team goals that are fully aligned with the foundation goals.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the performance management process.

### **Business planning, reporting and financial management**

- Establishes, maintains, evaluates and manages the financial management reporting systems and procedures, analyses and interprets financial reports to provide advice to the Vice-Chancellor and other University Senior Management Officers on result trends and key result areas.
- Develops, implements, reviews & reports on yearly business plans.
- Prepares and monitors divisional budgets. Ensures best practice and costs savings are achieved.
- Prepares submissions for additional funding and manages expenditure within University guidelines.
- Develops business reporting metrics for Divisional activity and ensure continued development of regular reports.
- Actively participates in all management committees and senior management meetings.
- Manages chart of accounts effectively.
- Ensures internal control measures and practices are articulated to all staff.
- Ensure financial management reporting tools and processes are in place to support the ongoing and future needs of the business.
- Lead the annual business plan development and budgeting process.
- Prepare financial section of the annual report.
- Ensuring the regulatory requirements of all relevant statutory bodies are met.
- Forecast cash flow positions.
- Ensure that sufficient funds are available to meet ongoing operational requirements of the University.

### **Quality Assurance and customer satisfaction**

- Manages the development and implementation of policies and procedures to the University to support current and future operations.
- Monitors the application and compliance to SINU finance policies and Government policy and legislative requirements.
- Oversees the provision of an excellent and cohesive financial service to customers, clients, stakeholders and students.
- Monitoring and oversee the continuous improvement of the finance processes in order to achieve best practices and optimal output.
- Develops strategies to monitor and improve policies, procedures and customer service standards in all aspects of divisional operation.
- Ensures team provides quality service as per established standards.
- Oversee the external audit, review and analyze results and recommend for approval the audited financial statements.

- Review of accounts and investigation of variances, and coming up with recovery plans.

### **People management and teamwork**

- Leads, develops and manages staff to provide a professional working environment that will ensure that staff meet and exceed University expectations.
- Builds and maintains an effective team by providing strong leadership, direction, mentoring and training.
- Ensures the computer financial management system is operating, staff are competent in operations and accuracy & integrity of the system is maintained.
- Builds communication and networks with all University stakeholders, including the senior management team, unions, ministerial representatives and service providers.
- Manages the performance of staff to required standards within University guidelines including the successful resolution of staff discipline and grievance issues.
- Ensures training is made for staff on the relevant Accounting system.
- Routinely monitor all staff in the finance section to ensure they are trained to be effective and efficient in their operations of the division.
- Ensures that overall duties of the department in areas such as reconciling and reviewing of monthly balance sheet general ledgers are done.
- Fosters external relations with stakeholders in the community, industry and other relevant bodies

### **Necessary Skills/ Requirements**

- A minimum of 10 years work experience in the field of Accounting.
- At least a minimum of 3 years working in the Finance Department of a large educational or similar institution.
- A highly developed understanding of current and emerging agendas in University and Higher Education and evidence of personal ability to drive forward innovation and change.
- Proven capabilities as a team leader with the ability to inspire and motivate others.
- Good negotiating skills, flexibility and open mindedness.
- Inclusive and collegial management style able to establish relationships across a wide spectrum of stakeholders, including colleagues, students and external groups.
- Initiative judgment, decision making and change management.
- Excellent oral and written communication skills, networking and team building.
- A genuine commitment to excellence in learning and teaching, research, widening participation and the entire the student experience.
- A market-focused and analytical approach to academic programme development.
- A well developed understanding of partnership/progression arrangements, and evidence of successful working with external partners and institutions.
- A track record of personal excellence in leadership and management.
- Excellent project management skills with strong evidence of successful project delivery.
- Has successfully managed a complex organization including strategic planning, people, finances and other resources, representing an organization externally and articulating its goals and objectives to key stakeholders.
- Has the ability to develop and communicate clear, inspiring and relevant academic strategy
- Able to handle high levels of pressure and critical decision making.

### **Qualifications & Experience**

- Preferably Masters in Accounting or Finance
- Preferably a member of Professional Accounting Institute
- Management qualification is desirable