



Job Description

Title	Management Accountant
Institute/Department	Finance Department
Band	3
Category	Administration
Reports to	Director Finance
Location/Campus	Kukum Campus

Summary of Duties

The position required an expert person with a management accountant background to assist senior management in making critical University financial decisions by analysing and presenting key financial data. A person will oversee accounting procedures and prepare forecasts, and budgets. The goal is to contribute to the decision-making process of management that will ensure the University's financial budget growth and long-term success.

Roles and responsibilities:

- Gather and analyze financial information for internal use
- Support budgeting and funding
- Assist the University Finance in managing its investment portfolio
- Assume responsibility for accounting procedures
- Evaluate the University Finance's performance using key data
- Make forecasts to assist Finance planning and decision-making
- Conduct risk assessment and advice on ways to minimize risk
- Advise on problems and suggest improvements for the University.
- Supervise lower-level personnel administration.

People management and teamwork

- To provide overall supervision for all staff within the finance department.
- Arrange training for staff to cope with the finance attaché system

Business planning, reporting and management

- Liaise with Administration Officer and Manager on the daily operation.
- Provide advice on all finance requirements,

Initiative

Any other duties within the officer's skill level as directed by the Director of Finance.

Dimension

Problem-solving and impact

- Contribute to decisions, that have an impact on other related financial issues
- Provide advice on financial issues such as monitoring of daily cash flow position

Resource management

- Ensure that overall duties of the department in areas such as reconciling and reviewing monthly balance sheet general ledgers are done
- Ensure that training is made for finance division staff on the application of the Attache' Accounting system
- Advice on appropriate monthly/quarterly financial management report

Working Environment

- Balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- Skillfully work across divisions and functions in the resolution of financial issues.

Decision-making authority

- Ensure that the cash flow position is monitored daily
- Ensure that budget allocations are monitored
- Assist in the maintenance of the budget for the University and reporting discrepancies

Qualification requires

Master's degree /Postgraduate in Management Accountant / Bachelor degree with relevant qualification

Experience required

- A Minimum of Five years of working experience in the financial division.
- Extensive use of the Attaché Accounting System
- Highly computer in Microsoft Word and Excel and the use of accounting packages
- Self-starter and ability to work in a high-pressure environment to work deadlines

- Have an excellent command of both oral and written English communications skills
- Have good personal and office organizational management and administrative skills
- Customer-focused and prior experience in the supervision of staff

Desirable for the position:

- Willingness to work after hours, if required.
- Experience in collaboration with college and industry colleagues.
- Have experience in the supervision of staff.

Terms and Condition

The position is for three (3) years under an employment contract. Remunerations and benefits will according to SINU Salary Level for Officers under the General Support Service. The contract is renewable to good performance.