



## VACANCY ANNOUNCEMENT

---

### Vacancy for Senior Level Administrative Position

The University of Ghana hereby, invites applications from suitably qualified persons for the position of **Deputy Director, Finance Directorate**, to take effect from **1<sup>st</sup> January 2025**.

**POSITION:** Deputy Director of Finance (Financial Accounting and Treasury Management), Finance Directorate

**REPORTING TO:** Director of Finance

### POSITION SUMMARY

The Deputy Director is part of the management team in the Finance Directorate which is responsible for the financial strategy and management of the finances of the University and for maintaining the integrity of the finances of the university.

### DUTIES AND RESPONSIBILITIES

The Deputy Director of Finance (Financial Accounting and Treasury Management) shall be responsible for:

1. Maintaining and introducing robust financial accounting policies.
2. Implementing effective and efficient internal controls;
3. Preparing annual financial statements in conformity with generally accepted accounting practice and appropriate international accounting standards;
4. Keeping custody of the General Ledger, ensuring integrity of the financial information of the University and maintaining internal controls.
5. Overseeing the accounting functions undertaken at all units with limited financial and operational autonomy.

6. Ensuring integrity of the financial system by overseeing all matters pertaining to the recording and reporting of financial transactions in the university.
7. Monthly reconciliation of Bank and General Ledger Balances
8. Managing the treasury function and developing cash flow forecast schedules;
9. Managing Student Accounts, Non-Current Assets, Accounts Payable and Receivables;
10. Liaising between the Finance Directorate and Internal and External Auditors.
11. Discharging any other duties as outlined in the University's Financial Regulations and Governance Policy or assigned by the Director of Finance.

## **QUALIFICATIONS AND ATTRIBUTES**

### **The successful candidate must have:**

1. A first University degree, a Master's degree in a relevant subject and professional qualification in Accountancy (ACCA, CIMA, CPA, CFA, CA etc.) with at least 10 years' post-qualification working experience at least two of which should have been in a management position.
2. Good working knowledge of accounting software (ERP) packages with a strong Financial Accounting background as a Financial Controller or equivalent;
3. In depth working knowledge in the consolidation of Financial Statements, intra-company transactions and segment reporting.
4. Considerable strategic, interpersonal and collegial skills that will enable the Deputy Director function effectively within the Higher Education Sector
5. Good business sense with a deep understanding and appreciation of the strategic and operational issues in top-level university management and administration or a complex institution;
6. High-level analytical skills and ability to communicate effectively with a wide range of stakeholders whiles showing leadership and competency;
7. Considerable working knowledge of a world-class ERP system for managing complex/matrix organisations. Experience using a Tertiary Institution ERP software package is an added advantage;
8. A very good understanding of the Public Financial Management Act, 2016 (Act 921), the PFM Regulation, 2019 (LI 2378) and risk management;
9. Experience with the conception, development, and deployment of internal control systems;
10. Experience in Treasury management;
11. Experience with International Public Sector Accounting Standards (IPSAS) and/or the IFRS with a fully compliant entity;

12. Considerable strategic, interpersonal and collegial skills with demonstrated strength in ethics and professional integrity.

## **TENURE**

The Deputy Director shall hold office for a period of four years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to four years.

## **METHOD OF APPLICATION**

Applicants are required to submit the complete application pack addressed to the Registrar, University of Ghana, through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) (Electronic copy only). Hard copy applications will not be accepted.

**The application pack should be submitted as a single PDF file and should contain the following:**

- i. Completed application form for Senior Level Administrative Positions (UAB Form 1C) to be downloaded from the University's website at [www.ug.edu.gh/hrodd/](http://www.ug.edu.gh/hrodd/)
- ii. An up-to-date Curriculum Vitae and copies of relevant academic and/or professional certificates.
- iii. A statement of about 2,500 words (not more than five pages) indicating how the applicant intends to use the period in office to address relevant issues that will ensure that the University achieves its mission and vision **as contained in the new University of Ghana Strategic Plan (2024-2029)**. The new UG strategic plan, 2024-2029 can be downloaded at: <http://www.ug.edu.gh/pad/publication/ug-strategic-plan>

Further information about the University of Ghana may be found on the University website at [www.ug.edu.gh](http://www.ug.edu.gh).

Only shortlisted applicants will be contacted.

## **CLOSING DATE**

- Applications should reach the **Registrar** through [vacancies@ug.edu.gh](mailto:vacancies@ug.edu.gh) not later than the close of day on **10<sup>th</sup> July 2024**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.

## **REGISTRAR**

**18<sup>TH</sup> JUNE 2024**