



## VACANCY ANNOUNCEMENT

---

### Vacancy for Senior Level Administrative Position

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

**POSITION:** Director of Finance

**REPORTING TO:** The Vice-Chancellor

#### POSITION SUMMARY:

The Director of Finance is responsible for the financial strategy and management of the finances of the University. The Director shall maintain the integrity and consolidate on-going financial reforms in the University anchored on fiscal discipline within the framework of the Public Financial Management Act, 2016 (Act 921), the Public Procurement Act, 2016 (Act 914) as amended, the Income Tax Act, 2015 (Act 896), as amended, various Financial Regulations and Professional Standards such as International Public Sector Accounting Standards (IPSAS).

The Director of Finance shall, under the Vice-Chancellor be responsible for the implementation of the mandate of the Finance Directorate as well as perform any other functions that the Council or the Vice-Chancellor may assign.

#### Mandate of the Finance Directorate

The Finance Directorate shall:

- (a) ensure compliance with financial laws, regulations, policies and standards that relate to the financial administration of the University;
- (b) initiate, update and maintain proper accounting systems and procedures for the University as may be approved by the Council;

- (c) ensure the integrity of the financial systems of the University;
- (d) prepare the annual operating budget of the University for approval by the Council;
- (e) receive monies due to the University and make authorised payments on behalf of the University;
- (f) prepare the Consolidated Financial Statements of the University;
- (g) safeguard and ensure effective utilisation of the assets of the University;
- (h) provide regular and periodic financial management information to the Vice-Chancellor and the Council;
- (i) provide necessary assistance and support to both Internal and External Auditors in the performance of their functions;
- (j) be responsible for the general administration of financial and accounting matters of the University;
- (k) be the custodian of accounting documents of the University;
- (l) exercise due and proper supervision over the work of financial units of the University and ensure effective and efficient internal controls.

## **QUALIFICATIONS AND ATTRIBUTES**

The applicant must have:

- i. 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 15 years' post-qualification working experience, at least five of which should have been in a management position.
- ii. Considerable working knowledge of a world-class ERP system for managing complex/matrix organisations. Experience using a Tertiary ERP software package is an added advantage;
- iii. A deep understanding of the Public Financial Management Act, 2016 (Act 921), the PFM Regulation, 2019 (LI 2378) and risk management;
- iv. Experience with the conception, development, and deployment of internal control systems;
- v. Experience in Treasury management;
- vi. Experience with International Public Sector Accounting Standards (IPSAS) and/or the IFRS with a fully compliant entity;
- vii. Considerable strategic, interpersonal and collegial skills that will enable work within the top echelons of an organisation;

- viii. 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;
- ix. High-level analytical skills and ability to communicate effectively with a wide range of stakeholders while showing leadership and competency;
- x. Understanding of processes involved in university decision making, policy development and implementation;
- xi. Knowledge in resource mobilization, be a strategic thinker and a result-oriented person, drive innovations and achieves KPIs;
- xii. Demonstrated strengths in ethics and professional integrity.

## **TENURE**

The person appointed as Director of Finance 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**