

## **Director of Finance:**

The Director of Finance, reporting to the University President, is responsible for the financial affairs of Ashesi University. The successful candidate will oversee the establishment and oversight of sound systems of accounting, financial operations and reporting, and budgetary reporting and control. The Director of Finance will work closely with the Registrar of the university on financial decisions regarding human resources management, logistical services, academic programmes, information technology, and facilities planning and management.

The Director of Finance has significant input into budgetary planning, oversight, and control, under the direction of the President. The Director of Finance serves in an advisory and support capacity to the President, Registrar, and Deans on all financial, administrative, human resources, facilities and budgetary matters. The successful candidate will make regular presentations to the Board and the broader Ashesi Community.

## **Duties:**

- Review and analyze financial reports for trends and performance against goals
- Develop and implement policies and procedures
- Assess operational results, including benchmarking operations against peers and global industry standards
- Examine government financial regulations, investments, and industry standards to ensure compliance
- Ensure customer service and work quality expectations are defined and met. Strive for best practices and innovations
- Develop and maintain effective process automation and decision management reporting for all assigned administrative data
- Meet regularly with constituents to provide budgetary and operational information and related advice
- Plan and lead improvement initiatives in all assigned areas

## **Qualifications**

Ten years of managerial-level experience directly related to accounting and financial administration, budgetary planning and control, purchasing and general logistical management, physical plant and property management, human resources, auxiliary enterprises, investment and cash management, capital financing, information technology, communications, and related business matters.

## **Education:**

Essential qualifications for the Director of Finance include a Bachelor's degree in Business Administration, Economics or related field; Bachelor of Accountancy or Business Administration preferred. A Masters in Business Administration is required. A certificate of Public Accountancy is highly desirable.

## Knowledge and Characteristics:

The Director of Finance should possess the following skills and characteristics:

- Direct knowledge of accounting, financial management, budgetary planning and management, logistical management, human resources management, facilities planning and management, and administrative systems implementation and management, preferably in a public university environment
- Extensive familiarity with applicable governmental rules and regulations governing university funds and administrative functions
- Knowledge of investment, cash management and capital financing principles and practices
- Excellent communications and interpersonal relations skills with both internal and external constituents at all levels
- Demonstrated skills in development and management of strategic plans and complex administrative systems
- Proven ability to apply analytical skills to problem solving
- Knowledge of industry best practices and standards for administrative operations
- Ability to direct, evaluate, train, and supervise the work of assigned personnel
- Ability to maintain accurate and orderly records and be able to analyze and evaluate information
- Familiarity with university policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation
- Demonstrated ability and commitment to work in a team environment