



## **MZUZU UNIVERSITY**

### **VACANCY (RE-ADVERTISEMENT)**

#### **POST OF DIRECTOR OF FINANCE AND INVESTMENTS**

An excellent and rare opportunity has arisen to engage qualified, highly motivated and well experienced persons to fill Executive Management position tenable at Mzuzu University. Council of the University therefore invites applications from suitable candidates to fill the position of Director of Finance and Investments.

Reporting to the Vice Chancellor on financial matters, the Director of Finance and Investments is responsible for the strategic leadership of the Finance Department. He or she works in cooperation with the University administration, faculties and departments as well as with University staff in their individual capacities.

#### **Qualifications**

- At least a Bachelor's degree in Accountancy or Finance and professional qualifications such as CIMA, ACCA or ACA or their equivalent.
- At least five years experience at senior management level.

#### **Key Duties and Responsibilities of the Position**

The Director of Finance and Investments is expected to perform the following duties, among others:

- Providing leadership of the finance and investment function and team
- Developing and monitoring financial procedures and policies;
- As a member of the Senior Management Team, contributing to and implementing the University's strategy, policies and procedures relating to finance and investments;
- Overseeing the preparation of monthly management accounts and all associated reconciliations and reporting the monthly results;
- Producing the accounts
- Managing the process of annual audits carried out by external auditors;
- Overseeing the production of weekly reports for discussion with Management;
- Overseeing the preparation and submission of tax returns;

- Preparing, managing and controlling budget of the University;
- Preparing cash flow forecasts and reporting on the working capital position on monthly basis;
- Analysing financial statements/budgets;
- Supervising the management of the general stores, inventories and fixed assets registers for the University;
- Advising on possible business/commercial and investment opportunities for the University;
- Developing and maintaining good relationships with suppliers, banks and donors;
- Overseeing the management and logging of purchase orders and the authorization and inputting or purchase invoices;
- Acts as a Secretary to the Finance Committee and ensures meetings take place and their proper records are kept;
- Planning and implementing human resource issues for the Finance Department in liaison with the University Registrar.

### **General Competencies and Personal Attributes**

The ideal candidates for the position must:

- a. Have proven track record of managing strategic issues of institutions of higher learning;
- b. Have proven superior leadership and high level managerial skills;
- c. Have knowledge of investments instruments available on the market
- d. Have sound understanding of the Public Finance Management Act and Public Audit Act;
- e. Have good leadership and team building skills;
- f. Be results oriented;
- g. Sound knowledge of financial accounting process and controls with proven experience of working with journals, reconciliations and invoicing;
- h. Be decisive, self-motivated and assertive;
- i. Have excellent oral and written communication skills;
- j. Have excellent interpersonal skills and able to deal with a diverse workforce;
- k. Be of high integrity;
- l. Have excellent negotiating and analytical skills.

### **Terms and Conditions of Service**

Mzuzu University shall provide an attractive salary and fringe benefits to successful candidate in accordance with its emolument structure. The appointment is for a period of four years.

## **Method of application**

### **(a) Hard Copy Submission**

Candidates should submit their applications with an up-to-date **curriculum vitae** (CV), names and contacts of **three traceable referees** and **copies of their academic and professional qualifications, quoting the job title being applied for on the envelope**. The applications should be sent to the address below:

Chairman of Council  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**  
**MALAWI, AFRICA**

### **(b) Electronic Submission**

The submission of the hard copy should be accompanied by full electronic submission of the application and accompanying materials to be mailed as attachments in PDF or MS Word format to [chairman@mzuni.ac.mw](mailto:chairman@mzuni.ac.mw). The subject line of the application should read, ***“Application for the Post of Director of Finance and Investments”***.

***All applicants who responded to the first advert are encouraged to re-apply.***

To reach the University not later than Friday, 14<sup>th</sup> April, 2017. Only shortlisted candidates will be acknowledged.