

WE ARE HIRING

The Position:

(a) Working under the Vice Chancellor, the Chief Finance Officer is responsible for the management of the finances of the University and maintains the integrity of the finances of the University.

(b) The Chief Finance Officer is responsible for the preparation of the annual operating budget of the University presenting same through the Vice Chancellor to Council for review and approval. He shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.

Job Responsibilities

include but are not limited to the following:

- Preparing the overall annual budget of the University in consultation with stakeholders within the University.
- Driving the University's financial planning
- Performing risk analysis and making proposals for managing same
- Preparing cash-flow statements
- Preparing annual financial statements to meet regulatory requirements
- Controlling and evaluating the University's fund raising plans
- Supervising all Finance personnel
- Preparing regular financial reports to the University Council through its Finance Community
- Ensuring compliance with the Bye-laws and the University's policies

Skills:

- Ability to prepare financial plans and strategy
- Ability to manage funds prudently
- Excellent leadership and people management skills
- Excellent oral and written communication skills
- Ability to work under intense pressure
- Ability to demonstrate a high sense of professionalism, diligence and integrity

Other Relevant Skills

- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management software (e.g. Sunplus)
- Ability to strategize and solve problems
- Strong leadership and organizational skills

CHIEF FINANCE OFFICER

Valley View University, Ghana's premier chartered private university welcomes applications from qualified Adventists in good standing to fill the vacant position of Chief Finance Officer.

- Excellent communication and people skills
- An analytical mind, comfortable with numbers

Education, Experience, and Licensing Requirements

- MBA in Finance, Accounting, or both from an accredited University
- Must have a professional accounting certificate
- Minimum 10 years' experience in accounting and financial management practices at top management level.
- Experience in a senior management position.
- Proficiency with accounting software eg. Sunplus, word processing, and spreadsheets.
- In depth knowledge of corporate financial reporting, financial law and management processes.

Conditions of Service

Salary and fringe benefits attached to the position are attractive and negotiable.

Mode of Application

- Application for Employment form obtainable at the University's website – www.vvu.edu.gh
- Candidates are to submit an application letter and completed application forms obtained from the University's website at www.vvu.edu.gh
- Applicants are to attach copies of relevant certificates, Curriculum Vitae and request three (3) referees to submit recommendation reports (Character, Professional and Academic) on the applicant to the stated address below.
- Applicants are to include a short statement of not more than four pages (Times New Roman size 12 and 1.5 line spacing) outlining their vision and strategies for the position.
- Applications must be delivered in a sealed envelope to reach the address below not later than January 29, 2024.

Send documents to:

*The Registrar,
Valley View University,
Post Office Box AF 595,
Adentan, Accra.*

Or electronically to: registrar@vvu.edu.gh

NB: Kindly note that only shortlisted candidates will be contacted.