



KUMASI TECHNICAL UNIVERSITY (KsTU)

EXECUTIVE SEARCH

DIRECTOR OF FINANCE

The Governing Council of Kumasi Technical University announces the vacancy of Director of Finance and is seeking to recruit a suitably qualified person.

The University

- Established in 1954 as Kumasi Technical Institute (KTI) to offer Craft Courses.
- Upgraded in 1963 to a Non-Tertiary Polytechnic under the Ghana Education Service to offer, Technician, Diploma and Sub-Professional Courses.
- Upgraded to a Tertiary Polytechnic in 1992 by the Polytechnics Law 1992, PNDCL 321 to run Higher National Diploma (HND) programmes awarded by National Board for Professional and Technician Examinations (NABPTEx).
- Obtained the mandate to award Degrees and other certificates accredited by the National Accreditation Board (NAB) by the enactment of the Polytechnics Act 2007, Act 745.
- Converted to a Technical University to provide higher education in Engineering, Applied Sciences, Applied Arts, Technology-Based Disciplines, Technical and Vocational Training by the enactment of The Technical Universities Act 2016, Act 922.
- Envisions to be a World-Class Technical University devoted to Science, Technology, and Entrepreneurship Education.
- Currently has a Staff Strength of about 640 and a Student Population of over 13,000.

The Position/Function

The Director of Finance shall be:

- The Chief Accounting Officer of the University and the Chief Financial advisor to the Vice-Chancellor.
- Responsible for the implementation of policies relating to Accounting and Financial controls in the University.
- Responsible for corporate planning with respect to budgeting and budgetary control and long-term strategic planning regarding all the finances of the University.
- The liaison between the Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University.
- Responsible for the preparation and consolidation of final accounts and commenting on management reports for External Auditors.
- Responsible for the preparation of the annual operating budget of the University and shall present same through the Vice-Chancellor to Council for approval.
- Required to submit quarterly reports to the Governing Council, on the status of plans and projections necessary for the preparation of budget for succeeding years.
- Responsible for ensuring on behalf of Council, that proper records are kept of all university property, assets, stocks and valuables in a register.
- Responsible for receiving monies due the University and make authorised payments on behalf of the University.
- Required to ensure that every facility of the University is made accessible to both internal and external auditors in the performance of their functions.
- Responsible for treasury management of the University.
- Required to exercise oversight responsibility for the accounting functions of other self-accounting and income generating units of the University.
- Required to perform any other official duties assigned by the Vice-Chancellor of the University.

Terms of Appointment

- The Director of Finance shall hold office for an initial term of four (4) years. The appointment may be renewed upon application for another term only or part thereof if that is not beyond the statutory retirement age of sixty (60) years.

- The terms and conditions of the appointment shall be determined by the Governing Council of the University in accordance with the Technical Universities Act 2016 (Act 922), as amended, and the Statutes of Kumasi Technical University.
- The salary and conditions of service attached to this position are very attractive and are comparable to those in analogous universities in Ghana.

The Person

He/she must:

- Be a Chartered Accountant and hold a Masters Degree in the relevant field. Have at least **Twelve (12) Years** post-professional accountancy work experience or must have served, at least, as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least Six (6) years in a tertiary institution, industry or any relevant public service or corporate organisation.
- Be of good character and demonstrate personal integrity to implement and administratively manage all activities related to the Finance Directorate.
- Be able to provide advice to the Vice-Chancellor on all financial matters affecting the University.
- Have extensive knowledge of the University's financial policies, procedures, controls and processes. Have experience with relevant Accounting and Financial Software and Records Management in a manner that is consistent with the University's Mission and Objectives.
- Have wide experience in Treasury Management, preferably in a university environment.
- Have extensive experience in compliance with Finance, Accounting and Tax Regulations, preferably in a university environment.
- Be able to translate financial concepts and effectively collaborate with fundraising colleagues who do not necessarily have finance background.
- Be able to effectively communicate with students, staff and external agencies.
- Be able to provide clear, practical and accurate advice to staff at all levels in the Finance Directorate on financial procedures and requirements.
- Be able to work effectively under pressure and meet deadlines.

Mode of Application

- Applicants are to submit six (6) copies of their application letter attached to their Curriculum Vitae, including names and addresses of three (3) referees, as well as a short statement of not more than four (4) pages (Times New Roman size 12 and 1.5-line spacing) outlining their vision and strategies for implementation.**
- Applications must be hand-delivered in a sealed envelope to the Registrar of the University or submitted by a registered mail (as applicable) to reach the address below not later than Friday, 19th July 2024.**

The Chairman

Search Committee for Director of Finance
c/o Office of the Registrar
Kumasi Technical University
P. O. Box 854
Kumasi