

REGIONAL MARITIME UNIVERSITY, ACCRA-GHANA

JOB VACANCY

VACANCY FOR DIRECTOR OF FINANCE

Applications are invited from suitably qualified and interested nationals of the Republics of Cameroon, The Gambia, Ghana, Liberia, and Sierra Leone to fill the position of **Director of Finance** at the Regional Maritime University, Accra, Ghana.

JOB PURPOSE: To provide all financial and management accountancy support and advice as required by the various departments of the University and to provide financial data for management decision-making, and for meeting legal and regulatory requirements.

DUTIES:

- Establish and operate effective and efficient accounting systems and procedures for the University
- Ensure the maintenance of proper financial and accounting records
- Develop both short and long-term financial plans
- Review, interpret, and advise on financial matters
- Coordinate and supervise the implementations of financial functions and decisions as directed
- Ensure the preparation of all final accounts on schedule
- Ensure that all final accounts are audited on schedule
- Ensure timely preparation of monthly, quarterly, and half-yearly financial reports
- Maintain budgetary control
- Ensure that policies relating to the control and safeguarding of the assets are properly adhered to
- Ensure that idle funds are properly invested
- Provide financial data for top management, decision-making, and policy formulation
- Follow-up on payments of member states contributions, tuition fees, debts, etc.
- Prepare and submit annual statements of income and expenditure accounts for the auditors, Board, and any other relevant authority
- Perform any other duties assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

A professional qualification from a recognized Accounting body such as ICA (Ghana), CPA, ACCA, or CIMA with a minimum of 12 years relevant post-qualification working experience, 6 years of which must be in a senior management position.

An MBA in Finance or Accounting will be an added advantage.

OTHER QUALITIES OR REQUIREMENTS

- A very good knowledge of accounting and financial systems and procedures
- Strong interpersonal, communication, and diplomatic skills
- Strong managerial and leadership skills
- Strong ability to supervise staff
- Strong Ability to handle crisis situations and take decisions quickly and correctly
- Strong knowledge in the use of computer and accounting software
- Very high sense of responsibility and initiative
- Must be fair and firm
- Very good negotiation skills
- Strong ability to network
- Strong analytical and quantitative skills

- Must be a member of a professional body
- Must be honest and self-motivated.

SALARY: The salary attached to the post is based on the RMU Integrated Salary Scale.

MODE OF APPLICATION

All applications with copies of Certificates, Testimonials, and Curriculum Vitae should be addressed to:

**THE UNIVERSITY REGISTRAR
REGIONAL MARITIME UNIVERSITY
POST OFFICE BOX GP 1115
ACCRA-GHANA**

Email: university.registrar@rmu.edu.gh

CLOSING DATE: The deadline for receipt of applications shall be **1st March, 2023.**