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| Position Title  | Director Finance |
| Department  | Finance |
| Reporting To  | Vice President / President |

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| **POSITION DESCRIPTION**  |
| Overseeing all financial activities, financial reporting, training accounting staff, budgeting, disbursing funds to departments, managing risk, implementing policies, and improving financial processes. |

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| **REQUIRED JOB SPECIFICATIONS**  |
| Required Qualification  | First class Master’s degree in Finance/Commerce/Economics from HEC recognized institution Or ACA / ACMA |
| Required Experience  | 15 years of relevant experience in Accounts/Finance, Audit, Budget & Financial Management. University experience shall be preferred. |

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| **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**  |
| **S#** | **Competency** | **Criticality(high/low/medium)** |
| 1. | Organizational Skills  | High |
| 2. | Communication Skills  | High |
| 3. | Analytical Skills  | High |
| 4. | Microsoft Excel  | High |

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| **DUTIES AND RESPONSIBILITIES** |  |
| **Policy Development** |
| * Update the Vice President / President on policies and other decisions effecting university financial impact
* Monitor, recommend, review and implement internal financial systems, University policies and SOPs
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| **Investments, Funds, Property and Project Management** |
| * Manage the property, finances and the investments of the University
* Ensure that University funds are expended dedicatedly
* Accounting assistance in Research Funding Projects
* Plan and develop ongoing and future projects of the University
* Responsible to arrange, transfer of funds from CECOS Educational Institutions (Pvt) Ltd to the University, should the latter face financial difficulties. Similarly, with the approval of President, he may transfer surplus funds from the University to the CECOS Educational Institutions (Pvt) Ltd for achieving its objectives.
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| **Financial Management** |
| * Financial planning and control and ensure smooth cash flow
* Prepare and finalize monthly and annual Financial Statements
* Giving guidelines and training to all employees of Finance department.
* Receiving and analyzing the daily quarterly, monthly and annual reports
* Monitor outstanding dues of students, other loans / advances to employees & creditors
* Liaison with banks & other related departments.
* Prepare cash receipt & payments record in Excel for month end reconciliation with Cash Accountant.
* Monitor Cheque Register preparation in Excel for month end reconciliation by Accounts Officer
* Preparation of all Securities record in Excel for accurate payments.
* Ensure accurate processing of Worker’s Welfare Board’s Students Claims
* Preparing variety of reports as per regulatory bodies’ compliance.
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| **Budgeting** |
| * Prepare the annual and revised budget estimates of the University
* Present budget to the Board of Directors, through the Finance and Planning Committee and the Board of Governors
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| **Taxation & Auditing** |
| * Liaise with Chartered Accountant for Audit and Tax matters.
* Conducting internal audit.
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| **Miscellaneous** |
| * Liaison with all HODs to resolve their issues regarding accounts matter if any
* Any other
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