

We're
looking for:

Position Title	Head - Finance
Department	Finance
Job Code	HR I24

Job Description

To oversee and manage the strategic objectives and operations of Sorbonne University Abu Dhabi's Finance function through developing budgets, monitoring and reporting financial performance to increase productivity, supporting management decision making, and maintaining and safeguarding the University's assets as per the financial policies and procedures.

- Develop the Finance strategy ensuring key initiatives are aligned to the University's strategic plan and communicated to the department
- Provide leadership to the Finance department by directing on the vision and mission of the department, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives
- Translate SUAD's strategy to a numerical budget and ensure the appropriate information is collected and collated
- Conducting of financial analysis of the academic programs offered by the University in order to provide financial performance information to SUAD
- Manage feasibility and financial studies of new academic programs in order to support management decision making
- Remain abreast with latest International Public Sector Accounting Standards (IPSAS) and other laws and regulations to ensure that work output is in conformity with accepted practices
- Oversee preparation of the quarterly and annual financial report and ad-hoc reports as requested by the Board of Trustees
- Supervise the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards
- Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance
- Review and discuss the budgetary requirements with the Management to understand and incorporate key budgetary requirements prior to consolidation to SUAD management and the Board of Trustees for approval
- Manage the entire budgetary cycle including liaison with internal and external stakeholders
- Oversee the Accounts Payable function to ensure all vendors are paid in a timely and efficient

We're looking for:

manner, accurate monitoring and reporting of accounts, and adherence with all policies, practices and guidelines

- Oversee the Accounts Receivable function to ensure the effective monitoring and reporting of cash inflow, follow-up of collections, follow-up of bad and doubtful debts, and adherence with all policies, practices and guidelines
- Ensure regular and timely recording of grant accounting, including preparing financial statements and other reports required by the sponsor
- Preparation of monthly, quarterly and annual balance sheets, profit and loss statements, including the drafting of the accompanying explanatory notes, timely and accurately to ensure a realistic reflection of SUAD's financial position
- Maintaining the chart of accounts in order to segregate expenditures, revenue, assets and liabilities and provide management with an assessment of the financial performance of SUAD
- Ensure Internal and External Auditors have all required information in order to monitor the effectiveness of internal control systems
- Foster an effective working relationship with the Internal and External Auditors to ensure that all recommendations and findings identified are acted upon promptly
- Develop, revisit, and implement the Finance department policies to ensure all relevant procedural/legislative requirements are fulfilled
- Communicate the requirement of operational policies and procedures to direct reports and monitor their adherence so that work is carried out in a controlled manner
- Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards
- Perform other related duties or assignments as directed by the Line Manager

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree in Accounting or Finance
- Master's degree is desirable, or equivalent experience and qualification
- Recognized professional Accounting qualification, such as ACA, ACCA, CPA, CMA, CFA, CIA

Minimum Experience:

10 years Accounting and Finance experience with 2-3 years in a management role, preferably in the Higher Education sector or in the Public Sector

We're
looking for:

Job-Specific Skills:

- Leadership skills
- Communication skills
- Negotiation skills
- Financial awareness and reporting
- Planning and organizing skills
- Knowledge of accounting policies and procedures
- Knowledge of IPSAS
- Knowledge of Oracle application
- Knowledge of the Business

Conditions

NA

Grade

3

Package Details

- Monthly salary range (AED 42930 – AED 52030)
- Benefits: Annual ticket, education fees

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent

28/10/2019