

We're looking for:

Position Title	Section Head - Finance Control
Department	Finance
Job Code	HR-42-2022

Job Description

Supervise financial reporting, general Ledger, and budgeting activities in SUAD whilst ensuring compliance with the SUAD and Statutory policies/ directives and applicable financial accounting reporting standards.

Key Responsibilities:

- Design and implement financial policies, procedures and controls and ensure the application of accounting and auditing standards in line with International Public Sector Accounting Standards (IPSAS), chart of accounts and best practice.
- Perform and manage tasks delegated by Finance department head and Management.
- Prepare / supervise and ensure preparation and effective and efficient maintenance/reconciliation of accounting records (sub-ledgers and General Ledgers) and financial statements relevant to the sector's activities in line with company's accounting policies, chart of accounts and related accounting principles and practices.
- Supervise the preparation of timely and accurate departmental reports of SUAD to meet the university and department requirements for internal and external stakeholder as per the policies, and standards.
- Provide a reporting system that assists managers to perform their functions making appropriate and rapid decisions based on the best financial information available.
- Lead the preparation and review of semi-annual and annual reports and statistics detailing financial results statements and forward to HOD for final endorsement
- Supervise the process of General Ledger Balance to ensure accuracy of the reported numbers, bank reconciliation and cash accounting to enable effective cash management.
- Supervise and follow up with Senior Accountant the day to day activities, monthly, and annual financial closing processes as per accounting policies and procedures.
- Coordinate with bank on effective management of banking matters with appropriate solutions
- Prepare / review the cash flow statements and forecasts and carry out necessary liaison with banks and DOF.
- Responsible for liaison with State Auditors, External Auditors, and Internal Auditors for their inquiries.
- Ensure books of records, reports and systems are available at all time for financial audit by above auditors.
- Review of Auditor's key audit points report and provide comments and implement recommend
- Direct the preparation and consolidation of the annual and long-term Capital, Operating and Revenue budgets ensuring adherence to requisite guidelines and time targets.
- Review the budget submitted by department / section heads and finalise the numbers after arranging budget

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meeting with department / section heads.

- Align them to approved strategic plan of the respective departments and make necessary recommendations to Finance HOD to enable them to take effective decision before final submission to Board of Trustee.
- Monitor the overall budget implementation to ensure that there is effective budgetary control over approved budgets, ensuring targets are met or corrective actions are taken

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

Experience & Qualifications:

- Master's Degree with 7 years of experience, or bachelor's degree with 9 years in a relevant area, or as defined in the Job Description Matrix.
- Professional certificate is mandatory (ACCA/CPA/CA)

Job-Specific Skills:

- Knowledge of accounting policies and procedures including internal control over financial reporting (ICoFR)
- Knowledge of Oracle, ADERP and Hyperion application
- Knowledge of Abu Dhabi Department of Finance (DoF) regulations and Financial Law
- Knowledge of IPSAS/IFRS and VAT regulations
- Languages: English and Arabic are mandatory, French is an added value

Conditions

NA

Grade

4

Package Details

NA

How to apply

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

Application closing date

10 Oct 2022



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