



EMPLOYMENT OPPORTUNITY

The University of Arusha, a Chartered Seventh-day Adventist institution of higher learning situated about 30 km from Arusha city, off the Arusha-Moshi highway, is seeking to recruit a suitably qualified individual to fill, with immediate effect, a vacant position in the Directorate of Finance.

JOB TITLE: DIRECTOR OF FINANCE AND ACCOUNTING (DFA)

The Director of Finance and Accounting (DFA) of the University shall be appointed by the University Council in consultation with the Vice Chancellor and the Chair of Finance and Development Committee of the Council.

(a) Qualifications

Holder of full Accountancy qualification and must be registered with NBAA as Certified Public Accountant i.e. CPA (T), ACCA, ACA or equivalent plus at least 5 years work experience in a similar position.

(b) Remuneration

This will depend on whether the person recruited is employed on church terms or on fixed-term contract terms. Nevertheless, an attractive package awaits the right candidate for the job.

(c) Work Relationship:

Holder of this position is responsible to the Vice Chancellor through the Deputy Vice Chancellor for Planning, Administration and Finance.

DUTIES AND RESPONSIBILITIES

- (i) Head of the Finance Directorate of the University.
- (ii) Ensuring efficient and economical administration of the directorate.
- (iii) Prepares and consolidates the University's Financial Budget and Cash Flow projections.
- (iv) Consolidates the University's projected Financial Statements.
- (v) Preparation of detailed monthly and quarterly Financial Statements and sources and application of funds statements.
- (vi) Custodianship and controller of the University funds and physical resources.
- (vii) Custodianship and controller of the University income generating projects.

- (viii) Ensuring that accurate and comprehensive information pertaining to finance is promptly compiled and submitted as required by superiors.
- (ix) Maintaining and controlling expenditure within the Approved Budget.
- (x) Maintains proper records of all University incomes and expenditures.
- (xi) Responsible for and supervises the implementation of on-going University projects.
- (xii) Advising the Chief Executive Officer (VC) on the implementation and status of all University projects.
- (xiii) Advising the Chief Executive Officer (VC) on optimum insurance cover on University funds, physical and Human Resource.
- (xiv) Maintaining an up to date University's assets register.
- (xv) Ensures the maintenance of all records pertaining to the University's accounts to facilitate the auditing or University's books by the Internal Auditors, External Auditors, and other relevant regulatory authorities.
- (xvi) Ensures timely payment of Creditors, Salaries and Statutory obligations and maintaining books of accounts on the basis of accounting principles.
- (xvii) Appraises staff performance in Finance and Accounting Directorate.
- (xviii) Advises the Administrative Committee on University income and expenditure on a weekly basis.
- (xix) Keeps the Chief Executive Officer well informed about all Financial and Accounting matters.
- (xx) Does any other duties as may be assigned by the superior office from time to time.

MODE OF APPLICATION

If you consider yourself suitably qualified for the job, please submit an application letter, accompanied by a detailed up to date CV and copies of relevant academic and professional certificates, to reach the undersigned **not later than 31st October 2017**: Both hard and soft copies of the application letter, curriculum vitae, and copies of relevant certificates should be addressed to:

Search Committee:
Attn. Prof. Joshua J. Malago,
P.O. Box 3203,
Morogoro, Tanzania.

Electronic copies: malagojj@gmail.com; malagojj@yahoo.com; jmalago@suanet.ac.tz.

We encourage submission of electronic copies to expedite processing of the applications.

In the application letter, candidates must also give names, contact addresses, and telephone numbers of their religious leader(s) (e.g. a Pastor) who is able to provide recommendations to the applicant. You can call 0755385610; 0658385610; 0786733660; or 0754566766 for any inquiry.

Please Note: Only short-listed candidates will be contacted through their addresses and/or telephone numbers and shall appear for interview.