

## Human Resource and Talent Management Section



**University of Seychelles**

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**Campus:** Anse Royale and Mont Fleuri

<b>FINANCE SECTION &amp; BUSINESS DEVELOPMENT</b>	
<b>Post title:</b>	DIRECTOR
<b>Reports to:</b>	VICE-CHANCELLOR
<b>Academic qualification:</b>	<ul style="list-style-type: none"> <li>• Master's degree in accounting, business, economics, finance, or a related field; ACCA member</li> </ul>
<b>Professional experience:</b>	<ul style="list-style-type: none"> <li>• Five years of experience in a business or finance environment; management experience</li> <li>• Be knowledgeable and had a very good understanding of local and international financial regulations</li> <li>• Be well versed with different accounting software e.g., SAGE, Quick books, etc.</li> <li>• Be proficient in analysing, interpreting financial data, preparing financial reports, statements and/or projections</li> <li>• Have knowledge of procurement and funds management principles, methods, and techniques</li> <li>• Proven business development, sales, or marketing experience</li> </ul>
<b>Additional Criteria (Skills &amp; Knowledge)</b>	<ul style="list-style-type: none"> <li>• Possess strategic planning skills and the ability to develop a strategic overview</li> <li>• Able to foster a cooperative work environment at all levels</li> <li>• Must have exceptional numerical, analytical and problem-solving skills and be able to work under pressure and to tight deadlines</li> <li>• Have strong interpersonal and communication skills, as well as good leadership and management abilities</li> <li>• A strong business acumen, along with the ability to influence at all levels of the University</li> <li>• Solid written and verbal communication skills; high attention to detail; organisational skills; critical thinking and problem-solving skills; research skills; analytical skills; computer skills; understanding of data privacy standards</li> </ul>
<b>Responsible For</b>	<ul style="list-style-type: none"> <li>• Finance Team</li> </ul>

## Job Purpose

The **Director of Finance** has a pivotal role in the structure of the UniSey. S/he develops effective financial strategies, guides efforts towards financial stability, monitors all financial activities, promotes revenue growth, ensures compliance with accounting regulations, and maintains good relationships with partners and stakeholders.

S/he harmonizes the financial operations, ensuring that they run smoothly, which includes the preparation and control of the yearly budget, documentation of all receipts and payments, assets and liabilities and safe custody of security documents; that the accounting records are appropriately kept and that reported results comply with the accounting standards and relevant legislation.

In a **senior role**, i.e., as a member of the Executive team, the Director contributes to the **financial strategy** of the University and is instrumental in the development of **internal control policies and procedures** within the institution.

S/he has the responsibility for **financial risk management** and will work with other members of the senior leadership to **develop risk minimization plans**. The Director also contributes to ensuring that **financial systems** are fit for purpose, appropriately maintained and will help identify areas for improvement.

As Finance Director, s/he provides leadership and direction for increasing UniSey's revenue by identifying and **developing new business opportunities** as well as expanding its brand presence through establishing strategies and policies crucial to expanding the presence of UniSey and its products/services. Liaise with the Marketing and Communications Section to make sure business plans are in line with UniSey's growth strategy.

Responsible for ensuring that **research** is carried out to identify **new business opportunities**; **monitor market trends and makes adjustments where necessary**, whilst providing analysis of existing approaches to business development and recommending changes as may be required.

## **Main Duties and Responsibilities**

### **Leadership/Management**

1. Formulates goals and objectives for the Finance Section in accordance with the university's strategic plan
2. Directs, coordinates and oversees the university's various financial and accounting operations
3. Coordinates and leads the preparation of the **budgets and financial forecasts and in managing the budget**
4. Monitors the budget implementation and its performance within operating plans and standards
5. Guides budget reviews, preparation and discussions
6. Prepares and publishes **monthly financial statements** and other **periodic financial reports**
7. Assesses the financial situation and advises on the University's financial performance and position
8. Provides financial advice to the Vice-Chancellor and management, ensuring they understand the financial implications of their decisions and actions
9. Identifies and reports on financial issues with current or potential impact on the university to the Vice-Chancellor and Council
10. Ensures all of the University's **financial practices** are in line with **statutory local regulations and legislations**
11. Contributes to the University's **financial strategy and decision-making** processes
12. Ensures that the **finance team** operates within a robust control environment

13. Serves as the **principal point of contact** for external auditors

### **Accounting and Finance**

1. Manages the accounting operations (often including Accounts Receivable, Accounts Payable, General Ledger, Cost Accounting, Inventory and Asset Management) of the University
2. Coordinates and directs the preparation of the budget and financial forecasts, reporting any variances
3. Prepares and publishes timely monthly financial statements
4. Creates monthly and annual reports to identify results, trends and for financial forecasts
5. Examines all financial reports and data closely to check for discrepancies
6. Ensures that all financial transactions are properly recorded, filed and reported
7. Ensures all reporting is compliant with statutory law and financial regulations; sets up and implements financial reporting systems to comply with government regulations and legislation
8. Formulates and reviews processes and accounting policies to maintain and strengthen internal controls
9. Streamlines and improves accounting systems and operations
10. Oversees the management of cash flow and debt and debt collection
11. Reviews all financial plans and budgets regularly to look for cost reduction opportunities
12. Suggests updates and improvements for accounting systems, including payroll and invoicing
13. Presents reports to senior executives, stakeholders and Council members
14. Manages the **audit process** and liaises with external personnel as required; collaborates with the auditing services to ensure proper compliance with all regulations

### **Business Development**

1. Developing in-depth knowledge of products/services offered by UniSey to identify profitable business opportunities.
2. Review and participate in the approval process of the University's fees.
3. Leading the development and management of strategic partnerships to grow UniSey's business portfolio.
4. Presenting business/marketing opportunities to the Executives and Managers.
5. Overseeing the planning and implementation of business plans for the penetration of new markets (regional, international?).
6. Collaborating with the Executive team to set business objectives and development goals.
7. Leading the market research to identify developments/changes in socioeconomic trends in order to make necessary adjustments to products/services offered.
8. Reviewing UniSey's current approach to business development and making changes where necessary.
9. Ensuring UniSey's business processes and standards are in accordance with regulations and policies set by appropriate authorities.
10. Wherever necessary, leading or conducting negotiations to determine contract terms and ensure profitable deals.
11. Setting and enforcing customer service standards to ensure clients are satisfied with received products/services.

### **Staff Management**

1. Designs, sets up and maintains a structure with appropriate staffing to effectively accomplish the section's overall goals and objectives
2. Directs and oversees the hiring, development, management and evaluation of the finance staff
3. Leads and motivates the finance team members by clarifying roles and providing helpful feedback
4. Encourages a culture of high performance and boosting of employee morale through recognition and reward

### **Other Duties**

1. Ensures appropriate authorisations are obtained, for timely processing of payments; ensures invoicing is in line with financial laid down policies and regulations
2. Ensures an effective control and management of the University's assets by keeping an asset register
3. Works closely with the management to formulate reasonable costs of programmes and services offered by the university
4. Ensures compliance to the Rules and Regulations governing accountability for Donor/Sponsor and Projects Funds
5. Reports on financial performance and position to the Vice-Chancellor (update)
6. Develops and monitors key performance indicators (KPIs) for the Section and ensure effective reporting to the Vice Chancellor
7. Contributes to team effort by accomplishing set targets
8. Contributes to core academic processes as required, including quality assurance, evaluation, validation and review
9. Attends the University Council as and when required by the Vice-Chancellor
10. Serves as member of the Management Team and Board of the University like Senate, etc as may be assigned from time to time by the Vice-Chancellor under whose oversight s/he shall serve
11. Undertakes any other relevant duties as may be assigned by the Vice Chancellor

### **Professional Development**

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required

### **Expectations of all staff**

#### **Professional standards**

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### **Equal opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

#### **Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### **Health and Safety**

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

**Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

<b>Staff Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Line Manager Full Name:</b>	<b>Signature:</b>	<b>Date:</b>