



POSITION TITLE: Head of Finance

ENTITY: Finance Department

REPORTS TO: Dean

SUPERVISES: Accounts Clerks

JOB SUMMARY:

Responsible for the daily operations of the Finance Department. Plan, manage and assess all financial aspects of the college, guides and analyzes financial strategies and plans, and checks the financial performance as well as the possible risk and investments of the college.

ROLES & RESPONSIBILITIES:

1. Develop and implement the written policy procedures, work standards, goals and objectives, to ensure the financial system of the College.
2. Prepare detailed reports on financial performance on a monthly basis to track the daily expenses.
3. Ensure annual budgets are developed within the context of long-term projections for revenue and expenditure, and are adjusted in the light of experience and emerging needs
4. Prepare and submit the various financial reports to the Dean Office and presents to the Board Members meetings when requested.
5. Supervise all accounting and finance personnel.
6. Ensure financial audits are conducted annually
7. Verify and check the day-to-day payments and deposits reported by the accounts clerks.
8. Coordinate with all HoDs and other units/centres in the College for any accounts related matters in order to ensure smooth financial statement of the College.
9. Check accounts payable, accounts receivable, lease invoicing, utility billing and supervises the College's payroll operations and other aspects of the Finance Department.

10. Manage purchasing various requirements as per the college's regulations.
11. Check and monitor the budget, revenue collection, disbursement, investment, asset management, and insurance and risk-management requirements of the college.
12. Evaluate, and maintain performance of internal controls for financial and cash handling matters.
13. Prepare financial reports of the college
14. Work out the budget and sets up the necessary rules and regulations of purchasing orders, expenses, bills and drafts, bonds and quotations submitted by suppliers and follows up all financial transactions.
15. Perform related duties as assigned by the management, within your scope of practice