



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement

Director of Finance

The University of Kurdistan Hewlêr (UKH) is a leading-edge modern University in the Kurdistan Region. We are at an exciting stage in our development. We are seeking an inspirational candidate to join our team and to contribute to the success and growth of the Finance Department.

The Director of Finance is a key member of the University Administration reporting directly to the President. The Director has overall responsibility for providing advice on the development of the University's financial plans and for managing their implementation within the budgets, procedures and policies set by the Senior Management Team (SMT).

VACANCY TITLE:	Director of Finance
VACANCIES AVAILABLE:	One
DEPARTMENT:	Finance
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	President
APPOINTMENT DURATION:	Three Years
PROBATION PERIOD:	Six Months
APPLICATION DEADLINE:	The position is open until filled.
JD VERSION:	110723

DUTIES AND RESPONSIBILITIES

The Director of Finance will:

- Head the finance and accounting function and provide leadership to the team members.
- Contribute to strategic decision making, provide technical financial advice, develop business plans, and evaluate new business proposals.
- Develop an effective financial strategy in line with the University's Strategic Plan and budgets, best practices, and legal requirements.
- Prepare Operating, Capex and Manpower budgets at the cost-centre level aiming at devolvement of budgets in due course, monitor the compliance thereof, analyse variances, and advise the management about corrective action.



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- Supervise the monthly and annual closing and prepare monthly and annual financial statements in line with the International Financial Reporting Standards.
- Map the University's accounts with the Iraqi Unified Accounting System (IUAS) so as to be able to provide financial statements in accordance with the IUAS, if and when required.
- Prepare and provide timely and accurate Management reports on the financial and operating performance of the University, Schools, and departments periodically, and for this purpose establish secure, integrated and confidential computerized databases and accounting systems for all aspects of financial management.
- Update the management about the funding requirements at regular intervals, and for this purpose maintain adequate records to determine cash flow required to cover the University's costs.
- Implement ERP system and ensure that requisite internal controls are built into it.
- Develop and implement internal control systems, frame and regularly update policies, procedures and regulations relating to accounting, finance, procurement, and financial matters.
- Ensure compliance with the University's Constitution, policies, and procedures.
- Ensure compliance with the requirements of funding bodies, applicable laws of the Kurdistan Regional Government, and other statutory bodies in so far as it relates to the Finance Department.
- Liaise with internal and external stakeholders, including senior management, students, academic partners, funding agencies, auditors, banks, and government authorities.
- Prepare reports and other documentation, as may be required by the funding bodies.
- Analyze contracts, agreements, and MOUs from financial and accounting perspective, and ensure compliance thereof.
- Ensure effective management, development and mentoring of the team members.
- Provide support with regard to costing of projects and programs.
- Ensure confidentiality at all times in line with the instructions of the management.
- Ensure that the Finance Department is responsive to new developments.
- Take on additional areas of responsibility, as may be required by the Line Manager from time to time.



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PERSON SPECIFICATIONS

- Chartered Accountant/Certified Public Accountant with 8+ years' related experience, out of which 2+ years preferably in the Middle East and higher education sector.
- Recent 3+ years' experience as head of finance and accounting.
- Good working knowledge of International Financial Reporting Standards (IFRS).
- Excellent command of English, including writing analytical management reports. Knowledge of Kurdish and/or Arabic is an advantage.
- Expertise in instituting internal controls, and framing policies and procedures.
- Excellent leadership skills.
- Experience in dealing with international funding agencies is an advantage.
- Good experience in analysis and management of legal contracts.
- Good experience in working with ERP systems and MS Office Suite; experience in implementation of ERP systems is highly desirable.
- Knowledge of Iraqi Unified Accounting System is desirable.
- Good knowledge of Budgeting and Accounting at cost-center level.
- Ability to work under pressure.
- Ability to keep confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Director of Finance and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.