



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

## Vacancy Announcement

### Financial Controller

**NUMBER OF VACANCIES:** One

**DEPARTMENT:** Finance

**JOB FAMILY:** Administration

**TYPE OF CONTRACT:** Full-time

**HOURS OF WORK:** 40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)

**PLACE OF WORK:** University of Kurdistan Hewlêr (UKH)

**REPORTING TO:** Vice President (Administration)

**APPOINTMENT DURATION:** 3 Years

**PROBATION PERIOD:** Six Months

**APPLICATION DEADLINE:** Open until filled

**JD VERSION:** 230625

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#### Overview:

A Financial Controller in a university setting supports all financial operations, ensuring accuracy, compliance, and efficiency in accounting, budgeting, and reporting. The position administers financial reporting, budgeting, and procurement, while directly reporting to the Vice President (Administration). Additionally, the Financial Controller supervises the Procurement Unit, with the Procurement Supervisor reporting to them. The holder of the position should work closely with the university's senior management.

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### Key Responsibilities

- Support the Finance Director in overseeing financial operations, including budgeting, forecasting, accounting, and financial reporting, ensuring accuracy and alignment with university goals.
- Support the preparation and consolidation of monthly internal budget and adjustment analyses for Senior Management decision-making.
- Contribute to the development and implementation of financial and procurement strategies and systems, including ERP (SAP) and process improvements.
- Support the Finance Director in ensuring compliance with financial and procurement policies, regulations, and external reporting obligations.
- Oversee the Procurement Unit, including supervision of the Procurement Supervisor, ensuring effective, compliant, and strategic procurement practices.
- Develop procurement plans and strategies that align with operational needs, funding availability, and quality/speed expectations.
- Support the Finance Director in managing internal controls, safeguarding university assets, and ensuring integrity of financial and procurement data.
- In collaboration with the Director of Finance, monitor departmental budget compliance and support academic/administrative units in financial planning and forecasting.
- Support internal and external audit processes, including audit preparation, documentation, and liaison with auditors.
- Mentor procurement staff and support professional development efforts across the Finance and Procurement teams.
- Perform other duties commensurate with the nature of the work and as per the request by the Line Manager (Vice President of Administration).



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### Person Specification

- Minimum of 10 years of experience in leading Finance functions and the relevant area of specialisation.
- In-depth knowledge of accounting principles, regulations, and best practices.
- Proven experience in financial and procurement management, including budgeting, forecasting, and financial reporting.
- Ability to analyse financial and procurement data, identify trends, and provide insightful recommendations.
- Demonstrated ability to lead and manage a team of professional staff, fostering a positive and productive work environment.
- Excellent written and verbal communication skills, with the ability to effectively communicate required information to management.
- Ability to identify and resolve complex financial and procurement issues.
- Ability to contribute to the development and implementation of financial and procurement strategies.
- Understanding of relevant financial and procurement regulations and compliance requirements.
- Familiarity with financial and procurement software and systems.
- Ability to always deal with sensitive information and confidentiality.

### How to Apply

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to [jobs@ukh.edu.krd](mailto:jobs@ukh.edu.krd), indicating the specific Vacancy Title: **Financial Controller**, and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications, including the Application Form (with the most recent photo), Personal Statement, and CV, will be considered.
- The photo must be 45mm x 35mm with no less than 150 pixels for quality.
- Applications that do 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>).
- Only short-listed candidates will be contacted for an interview.