



## **Position Description**

**Position Title:** Finance Manager

**Reports To:** Chief Financial Officer

**Employment Type:** Full-time

## **Position Summary**

The Finance Manager is responsible for managing financial operations, reporting, budgeting, and analytical functions that support the University's academic, research, and administrative activities. The role ensures robust financial governance, accurate reporting, and effective resource management across faculties, schools, and central units.

The Finance Manager provides strategic advice to academic leaders, supports research finance compliance, leads the development and monitoring of budgets, and ensures the University meets sector-specific financial and regulatory obligations.

## **Accountabilities**

- Oversee day-to-day finance operations including accounts payable, receivables and general ledger processes.
- Ensure compliance with University policies, higher-education funding rules and internal governance frameworks.
- Ensure external statutory reporting requirements are met; liaise with external auditors and implement audit recommendations (if any)
- Ensure compliance with tax and legislative requirements (local and overseas) including transfer pricing arrangements with partner entities.
- Maintain strong internal controls, risk management, and audit readiness.
- Prepare monthly, quarterly, and annual financial reports for senior leadership, faculties, and governance committees.
- Analyse financial performance across academic programs, research portfolios, and administrative functions.
- Provide insights and recommendations to support financial sustainability and strategic planning.
- Lead the annual budget process for faculties, schools, and central units.

- Support academic and research leaders in developing budget submissions aligned with institutional priorities.
- Monitor budget performance, analyse variances, and propose corrective actions.
- Assist with long-term financial projections and funding models.
- Support post-award financial management for research grants, contracts, and externally funded projects.
- Ensure compliance with funding-body rules, government grant conditions, and institutional policies.
- Advise researchers and research offices on costings, budgets, and financial reporting requirements.
- Provide financial evaluation of capital projects, infrastructure upgrades, and technology investments.
- Support business cases for new courses, academic initiatives, and commercial activities.
- Conduct cost-benefit analyses, scenario modelling, and sensitivity assessments.
- Oversee financial systems and ERP processes, ensuring data accuracy and reporting efficiency.
- Drive continuous improvement in financial workflows, reporting tools, and automation.
- Work with IT and governance teams to enhance systems integration and data integrity.
- Build strong working relationships with Deans, Heads of School, researchers, and administrative leaders.
- Deliver financial advice and training to improve financial literacy across the University.
- Provide high-quality support to internal clients with a focus on service excellence.
- Lead, supervise, and mentor finance officers, analysts, and support staff.
- Foster a collaborative, inclusive, and high-performance culture.
- Coordinate training, professional development, and workload planning.

### **Skill & Experience**

- Bachelor's degree in Accounting, Finance, Business, or related discipline (required).
- Professional accreditation (CPA, CA, ACCA or equivalent) preferred.
- Postgraduate qualifications in Higher Education Management or Business (optional but beneficial).
- 5+ years of experience in financial management within complex organisations.
- Experience in the University or public-sector environment strongly preferred.

- Exposure to research finance, grant management, or higher-education funding models is highly desirable.
- Experience managing budgets across multiple units and stakeholders.
- Strong understanding of University financial structures, cost models, and funding environments.
- Advanced analytical and financial modelling skills.
- Strong knowledge of accounting standards and compliance requirements.
- Excellent communication and stakeholder engagement abilities.
- Capability to lead teams and deliver high-quality services.
- Strong proficiency in ERP systems, reporting tools, and Excel.
- High attention to detail, integrity, and commitment to public-sector values.

#### **Key relationships**

- Chief Financial Officer – for strategic direction, performance oversight and reporting.
- Academic Staff – for advice and consultation.
- Professional Staff – including student services, admissions, and learning support for student experience and academic administration.
- Industry and External Partners – for collaborative projects, guest lectures, and student engagement.
- Regulatory Bodies – including UGC and accreditation agencies for compliance and quality assurance.