



INTERNAL VACANCY

POSITION DESCRIPTION FOR DIRECTOR OF FINANCE UniMAC

INTERNAL VACANCY: The University of Media, Arts and Communication (UniMAC) is a specialized public higher educational institution dedicated to the creative and media arts. UniMAC was established in 2020 by an Act of Parliament (Act 1059), and consists of three constituent Institutes namely Institute of Journalism, Institute of Languages and Institute of Film and Television.

UniMAC invites applications from suitably qualified persons within the University of Media, Arts and Communications for the position of **Director of Finance** to take effect October 1, 2023.

Position: Director of Finance, UniMAC
Reporting to: Vice-Chancellor, UniMAC

The mission of UniMAC is to provide higher education, disseminate knowledge related to the development of the media, arts and communication industry in the country, undertake research and foster relationships with persons outside the University.

DIRECTOR OF FINANCE

The Director of Finance shall be the head of the Finance Directorate of UniMAC.

1. Prepare, present and interpret final Accounts of the University to the Board of Management of the University annually
2. Source funds for the University
3. Liaise with Ministries, Departments, and Agencies with respect to financial matters affecting the University
4. Present and defend annual estimates of the University
5. Prepare an annual operating budget of the University for approval
6. Implement policies relating to accounting and financial controls in the University
7. Other duties as assigned by the Vice-Chancellor.

QUALIFICATIONS

- A Chartered Accountant with a minimum of six (6) years post qualification working experience
- A master's degree in Accounting or Finance is required
- Knowledge of an accounting software suitable for tertiary institutions is a requirement
- Working experience in a tertiary institution will be an advantage

TENURE

The Director of Finance shall be appointed for a period of four (4) years. The appointment may be renewed, upon application for a further term of up to four (4) years only, if that is not beyond the statutory retirement age of sixty (60). Qualified applicants must be able to complete one full four-year term prior to attaining the statutory retirement age.

MODE OF APPLICATION

Interested applicants should forward an application letter together with the following:

- An up-to-date curriculum vitae with documentation on personal history, academic credentials, professional certificate and working experience
- A vision statement (maximum of five pages) in standard font size and the strategy for attainment to the following address: searchcommittee@unimac.edu.gh

Additionally, all applicants shall request three (3) referees to submit reports on them directly to the Chairman, Search Committee (Post of Director of Finance) via email at searchcommittee@unimac.edu.gh.

It is the duty of the applicants to ensure that the application package, to include vision statement and the reference letters, reach the designated email address (searchcommittee@unimac.edu.gh) by close of day (5 p.m.) on Monday, July 24, 2023.

Only shortlisted applicants will be contacted.

In addition, applicants are required to hand-deliver seven (7) copies of each of the above-mentioned documents in a sealed envelope to:

**OFFICE OF THE VICE-CHANCELLOR
ATTN: THE SECRETARY
COUNCIL SEARCH COMMITTEE (POST OF DIRECTOR OF FINANCE)
NO. 5 ALBORAN STREET
SOUTH LEGON (GA-194-3855)
POSTAL OFFICE BOX GP 667
ACCRA**