

POSITION ANNOUNCEMENT

JOB TITLE:	Vice President for Finance and Business Enterprises
TYPE OF VACANCY:	Senior Management
DEPARTMENT:	Office of the President
REPORTS TO:	President and CEO
SUMMARY: <p>Established in 1974, as The College of The Bahamas, and Chartered in 2016 as University of The Bahamas (UB), is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of almost 5000 students, UB offers master, bachelor and associate degrees, certificates and diplomas, academic upgrading, personal and professional development programmes at four locations: two in New Providence, one in Grand Bahama and a field research campus in San Salvador. The University is seeking to engage an experienced individual to perform duties as Vice President for Finance and Business Enterprises.</p> <p>University of The Bahamas, a multi-campus, national system, is seeking nominations and applications for the position of Vice President for Finance and Business Enterprises.</p> <p>The Vice President for Finance and Business Enterprises, reports directly to the President, but also works closely and collaboratively with all other vice presidents and senior administrators. The Vice President for Finance and Business Enterprises serves as senior staff to the Board Committee on Finance and also works closely with the Chief Internal Auditor. The successful candidate will have significant and successful prior experience in finance management and administration, preferably in a similar organizational environment. The successful candidate must also be ready and willing to attend training sessions with the National Association of College and University Business Officers (NACUBO), and Ellucian Banner workshops. Certified Public Accountant (CPA) credentials or equivalent is required.</p>	
Job Summary: <ul style="list-style-type: none">• Direct the University community in all matters relating to operating budgets and planning; financial and treasurer accounting records and core systems; and ancillary services.• Draft Policies and Procedures in accordance with Goals and Objectives of the University Strategic Plan.• Ensure the University's financial operations are administered in accordance with institutional policies, government requirements and International Financial Reporting Standards (IFRS).• Ensure the financial systems meet the highest standards for providing financial information in a manner that allows strategic financial analysis and decision making about the best use of financial resources.• Oversee the preparation and delivery of financial reports to the President, Board of Trustees, government and other relevant agencies.• Advise the President and Board of Trustees on all aspects of financial management, including long-range economic trends; consequences of financial compliance and regulatory changes; and internal resource management.• Serve as the senior financial representative with external professional financial groups; oversee the external negotiation of the government subvention and the Government Tertiary Education Grant reimbursements.	

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- Serve on the President's Cabinet, known as the Administrative Council, to assist with the overall institutional strategic and operational planning.
- Conduct annual budget hearings (November of each year) with all direct reports to the President (all Vice Presidents) in preparation for February/March submission of the new academic year budget to the President and the Board.
- Provide financial oversight to the University's campuses and research and field stations.
- Monitor the financial well-being of the University; oversee the development of financial policies and standards as the University grows.
- Review and report on the University's fund-raising activities and investments; ensure appropriate instruments for gift accounting and donor stewardship.
- Centralize the management of all revenue producing initiatives; space rentals, cafeterias, bookstores, etc.
- Perform other duties as necessary to support the mission and strategic plan of the University.

Applicants should send the following:

- **A letter of application highlighting work experience and accomplishments relevant to the position;**
- **Resume;**
- **The names and contact information of three professional references.**
- **Applications must be submitted electronically, on or before March 15, 2021 addressed as follows:**

Chief of Staff, Office of the President
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Nassau, The Bahamas
hreply@ub.edu.bs

Terms:	Contractual
Date Published:	March 2, 2021
Application End Date:	March 15, 2021
Date to be Removed:	March 16, 2021

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.