

**Executive Director, CFO  
UAE University**

Direct Link: <https://www.AcademicKeys.com/r?job=238463>

Downloaded On: Nov. 21, 2024 10:11am

Posted Jul. 2, 2024, set to expire Mar. 15, 2025

<b>Job Title</b>	Executive Director, CFO
<b>Department</b>	UAE University <a href="https://jobs.uaeu.ac.ae/">https://jobs.uaeu.ac.ae/</a>
<b>Institution</b>	UAE University Al-Ain, Abu Dhabi, United Arab Emirates
<b>Date Posted</b>	Jul. 2, 2024
<b>Application Deadline</b>	Jul. 29, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Financial Planning/Budget Management
<b>Job Website</b>	<a href="https://jobs.uaeu.ac.ae/">https://jobs.uaeu.ac.ae/</a>
<b>Apply Online Here</b>	<a href="https://jobs.uaeu.ac.ae/">https://jobs.uaeu.ac.ae/</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Job Description**

- The Chief Financial Officer and his/her teams will be responsible for financial planning; budget development, budget analysis and execution; testing, refinement and implementation of allocation methodologies; maintenance of complex, integrated accounting systems; accounts payable; payroll; accounts receivable; cashier functions; banking; internal controls; procurement; costing analysis and, financial reporting
- The CFO contributes to the development of University-wide strategic planning and directs the formulation and execution of the University's financial plans and operations in a manner consistent with the University's strategic plans.

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- Participating in developing action plans and major programs for the department and supervising their implementation after their approval.
- Coordinating, supervising and organizing work between Financial Affairs' sections and the department as a whole.
- Proposing the suitable financial policies and procedures
- Issuing the necessary internal instructions that include the proper conduct of work within the department.
- Serving as a chair or a member in committees and taskforces formed by decisions of the Vice-Chancellor or the Secretary-General. Detailed Duties
- Oversee the integration of all financial functions, including: reporting, cash management, diversifying revenues, collections, cash flows, and research funding.
- Establish appropriate metrics to measure and motivate business unit performance. This person will be the implementer and driver of change.
- Develop, evaluate, and communicate short- and long-term fiscal strategies that align with the Strategic Plan. Such strategies will incorporate the use of budget and data analyses, financial planning, resource assessment, financial modeling, and forecasts.
- Directs the formulation and execution of the University's financial plans and operations in a manner consistent with the University's strategic plans.
- Advise the Vice-Chancellor and the Secretary-General on the allocation and administration of the University budget, while proactively positioning the University to best navigate a dynamic financial landscape.
- Provide financial oversight and direction to the core service functions of the Sections: Budget and Financial Analysis, Financial Operations, and Management Accounting & Reporting.
- Represent the University in external negotiations and discussions with various Federal Government agencies and external organizations on finance-related matters.
- Manage relationships with College and Department finance officers.
- Provide leadership on to financial reporting and analysis and ensure that all fiscal-related policies and procedures are in compliance with all regulatory requirements and optimize the University's performance
- Perform fiscal analyses for legislative and campus-wide initiatives.
- Analyze the University's revenue streams, financial ratios, and proposals for capital projects and develop alternative strategies, as appropriate
- Serve as the focal point for the development of the overall university finance function. Assess the current capabilities within the organization and identify which resources must be strengthened.
- Ensuring timely and accurate completion of the university's financial statements and coordination of the external audit.
- Supervising employees in developing annual budgets that support operational plans and

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submitting budgets for approval.

- Making appropriate decisions related to the department in coordination with the relevant university administration.

### **Minimum Qualification**

A Bachelor's degree in accounting, finance or other business discipline is required, and certification as a (CPA/CA).

### **Preferred Qualification**

Masters degree in an appropriate field from an accredited institution and certification as a (CPA/CA).

### **Expected Skills**

#### Rank/Experience/Skill Set

- Fifteen years of significant fiscal management responsibility with direct responsibility in areas of fiscal analysis, forecasting, accounting, and financial reporting.
- At least five years in senior level positions.

#### Leadership Competences

- Strategic thinking
- Empowering employees and developing their capabilities
- Leading change

#### Core Competences

- Accountability
- Effective resource management
- Focus on customer service and results
- Communication and interpersonal skills
- Teamwork

#### Specialized Competences

- Knowledge of IPSAS accounting standards and relevant legislation
- Knowledge of the principles of setting and preparing budgets
- Knowledge of advanced management approaches and methods

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- Knowledge of performance evaluation approaches and methods
- Knowledge of the principles, concepts and theories related to financial systems
- Advanced verbal and written communication skills and experience in board presentations in English and preferably in Arabic.
- Knowledge of performance management and organizational development
- Knowledge of the department's work procedures and the work of the university as a whole.

**Special Instructions to Applicant**

Please submit your CV and covering letter explaining how you meet the job requirements

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

UAE University  
Al-Ain, Abu Dhabi  
United Arab Emirates