

**Position No. 500**

<b>Job Title:</b>	<b>Director of Finance Office</b>		
<b>Faculty / Department:</b>	Finance Office		
<b>Centre/Sector:</b>			
<b>Reports to:</b>	Secretary General		
<b>Supervises:</b>	Assistant of Director and Office Assistants		
<b>Status and Ranking:</b>	<b>Full Time:</b> <input checked="" type="checkbox"/>	<b>Part Time:</b> <input type="checkbox"/>	<b>Ranking position:</b> <input type="text"/>

<b>Job Purpose</b>
To lead and direct the Finance Office in providing a high quality financial service and to ensure accurate, efficient operation and effective management and reporting of Finance Office policies, processes and procedures and to represent the Office and University to secure and maintain its success and good reputation

<b>Main Duties and Responsibilities</b>
To provide effective direction and leadership in the Finance Office and develop, monitor and lead on the operation and monitoring of strategic plans, policies and procedures for good management and evaluative purposes
To develop and review the Office on a continuous basis in line with best practice
To produce, implement and monitor the departmental Action Plan and, in liaison with staff, establish annual goals and objectives for the Office
To prepare and submit the annual budget to the Budget Allocation Officer for confirmation by the relevant Pro-rector and the Board
To provide regular financial reports and recommendations to the Rectorate, University community and relevant external bodies on the work of the Office such as monthly liquidity report
To oversee and monitor the monthly payroll process
To oversee and monitor the correct and efficient operation of financial transactions
To oversee and monitor the correct and efficient operation of financial transactions for specific University projects
To prepare and submit the annual Financial Report to the Ministry of Finance
To work with Finance staff and the Internal Auditor in order to ensure that the University successfully meets all external audit requirements
To plan and manage effectively the Office budget and the deployment and use of resources according to the University criteria and procedures; and provide accurate and timely audit and review evidence and analysis
To carry out risk assessment and risk management of the Office in terms of health and safety, financial audit, service and reputation in order to minimize identified issues
To lead staff teams effectively and ensure a welcoming, supportive and respectful work environment which motivates staff to carry out their work well
To manage staff performance including the active implementation of quality assurance and management procedures such as Staff Self-Assessment, contract renewal, disciplinary and competence issues to ensure compliance with established departmental and University standards and needs
To ensure that staff receive appropriate professional development and training opportunities and to oversee the planning, recording and evaluating of staff training within the Office for all ranks of staff

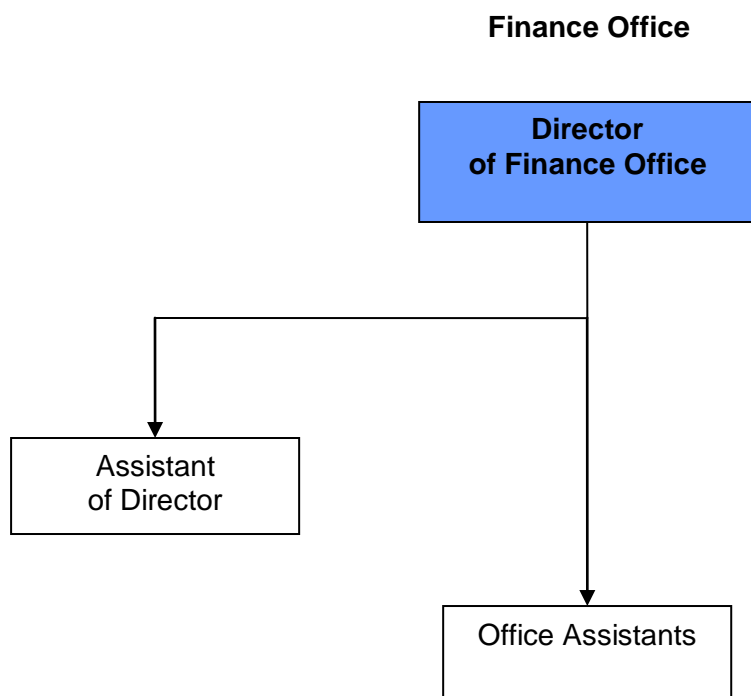
To liaise with Human Resources and the Rectorate in order to recruit, retain and promote high quality staff according to legal, transparent and good practice requirements and guidelines
To facilitate efficient liaison between the Office and the Rectorate, Internal Auditor, Faculties, staff and University constituencies
To participate in and represent the Office on the Quality Team and other University planning and policy-making committees as required
To develop and maintain positive external links to represent and promote the work and reputation of the Office and University
To participate in the University's Self-Assessment processes and to take part in relevant training, including sharing good practice and expertise
To carry out duties and responsibilities in a legal, safe and secure manner
To undertake duties in line with all University statutes, policies, procedures and guidelines and to follow the University's mission of excellence and equity
To carry out other duties in line with the rank of the post as may be reasonably required

### **South East European University**

<b>Qualifications, Knowledge and Experience</b>
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ Bachelors level qualification in Business Administration, Economics or in a related area or equivalent professional qualification</li> <li>▪ Three years' experience in the area of Economics and Accounting</li> <li>▪ Experience of effective co-ordination of a service</li> <li>▪ Excellent knowledge of best practice in the Financial area</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>▪ Masters in Business Administration, Economics or in a related area or equivalent professional qualification</li> <li>▪ Experience of working in a higher education institution</li> <li>▪ Professional qualification in a related area</li> </ul>
<b>Skills and Abilities</b>
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ Effective communication (oral and written) in the two local languages used at the University (Macedonian, Albanian) and contribution to the implementation of the Language Policy</li> <li>▪ Ability to manage and motivate staff successfully</li> <li>▪ Excellent interpersonal and communication skills, both oral and written</li> <li>▪ Ability to lead and work within a team</li> <li>▪ Ability to analyze and resolve complex data and issues</li> <li>▪ Ability to function with due regard for confidentiality and data protection</li> <li>▪ High standards of accuracy and customer service</li> <li>▪ Excellent attendance and punctuality and effective use of working time</li> <li>▪ Excellent organizational and time management skills</li> <li>▪ Ability to self-motivate, use initiative and creative thinking and work flexibly</li> <li>▪ Ability to prioritise work load effectively to meet deadlines and work well under pressure</li> <li>▪ Ability to negotiate and defuse conflict and to solve problems</li> <li>▪ Ability to use IT and University computer systems efficiently to meet job requirements</li> <li>▪ A willingness to undertake and lead training</li> <li>▪ Commitment and loyalty to the University and its mission as the highest priority</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>▪ Effective communication (oral and written) in the three languages used at the</li> </ul>

- University (Macedonian, Albanian, English)
- Ability and willingness to travel when necessary

### Organisation Chart



### Acceptance and Review

Signature of Post Holder:	Date:
Signature of Secretary General:	Date:
Review	
Signature of Post Holder:	Date:
Signature of Secretary General:	Date: