



Job Description

1. Description

Title:	Chief Financial Officer
Jobholder:	
Reports to:	Vice President Business & Operations
Department/University	Administration
Salary Scale: Proposed	\$97,860 - \$128,388 (Grade G)

2. Dimension

Reporting to the Vice President Business & Operations, the CFO works to create a culture of responsible stewardship of institutional resources. The CFO is responsible for leading key business functions for the university, including finance and accounting in support of the achievement of UCCI's mission and strategy. The CFO is accountable for: accurate financial results, budgets, and other financial matters; remuneration, benefits, risk management, financial controls and control environment, and related administrative operations.

The CFO serves as the strategic financial partner of the University's leadership. The CFO is responsible for the management and supervision of the finance team, oversight of the financial management processes, accounting and financial reporting and, cash and asset management.

The CFO works in partnership with senior leadership throughout the University to develop strategies to strengthen its business, financial and administrative plans, and policies, to achieve their strategic goals. The CFO advises the Vice President Business & Operations on financial and business matters relating to the University and the campus. The CFO will collaborate with other leaders of the University to build upon and support an innovative vision for UCCI's future. The CFO develops financial planning processes to ensure that financial plans are aligned with University goals, which includes preparing financial models and annual and long-term operating and capital budgets that provide for the realization of the University's growth. The CFO also has responsibility for all reporting and compliance related to fiscal activity, for investment, pension obligations and debt management, official credit cards and for promoting the development and growth of the University in sound budget management and oversight.

The CFO shall be called upon to carry out any other duties reasonably required to meet the operational requirements of UCCI.

3. Terms of Appointment

- 1) The Chief Financial Officer is appointed by the President.
- 2) Continuation of an appointment as CFO is subject to a satisfactory annual performance review.

4. Criteria for Appointment

The criteria for appointment as CFO are as follows:

- a) A Bachelor's degree in accounting, finance, business administration, or a related field;
- b) Professional accounting designation (CPA, CMA, ACCA or equivalent);
- c) Seven (7) years progressively responsible financial leadership experience, at least three (3) of which should be in a senior financial role;
- d) Working knowledge of International Financial Reporting Standards (IFRS).

Skills/Knowledge and Expertise:

- a) Experience leading an organization's accounting and finance team;
- b) Demonstrated leadership in developing relationships with the business community;
- c) Demonstrated technical competence in financial functional areas including financial reporting, internal controls development and implementation, policy development, financial planning and budgeting, financial systems implementation and management, and bursary and debt management;
- d) Demonstrated ability to think strategically and work proactively in the creation and management of financial and administrative solutions resulting in organizational growth and success;
- e) Demonstrated ability to work collaboratively with peers and subordinates and effectively with other internal and external constituents;
- f) Excellent verbal and written communication and interpersonal skills;
- g) Impeccable commitment to operating with high standards of ethics and integrity, professionally and personally;
- h) Demonstrated ability to establish credibility and trust with broad and diverse constituencies;
- i) Commitment to excellence in achieving the division's goals and supporting the University's strategic initiatives;
- j) Effective problem-solving skills and the ability to engage others to address complex issues collaboratively;
- k) Strong leadership skills to establish vision and inspire and motivate

- others to achieve extraordinary results;
- l) Poised under pressure and able to maintain a sense of humor in stressful situations;
 - m) Ability to balance competing demands and multiple responsibilities, making progress on long-term projects and addressing urgent needs.
 - n) Proficiency in the use of Microsoft Office (Word, Excel, PowerPoint);
 - o) Experience preparing externally audited accounts;
 - p) A sound understanding of public sector procurement principles and the assessment of value for money; and
 - q) Broad understanding of the Cayman Islands Public Sector financial framework.
 - r) Experience working independently, with minimal supervision.
 - s) Experience in supervisory responsibility for the Accounting and Finance department in relation to the financial needs of the institution.

5. Institutional Commitment

- a) recognizes diversity in UCCI's organizational culture; understands department and UCCI policies, and promotes an environment conducive to learning;
- b) demonstrates a professional conduct in discussing and dealing with internal issues;
- c) maintains appropriate work/life balance while engaging in new knowledge to enhance personal growth and skills;
- d) adheres to UCCI's policies regarding social conduct, attendance, and dress code;
- e) acts in accordance with UCCI's privacy and legal requirements;
- f) maintains good relationships with UCCI's clients including the students, visitors, and other colleagues, even when facing pressure situations and when confronted;
- g) shows respect for colleagues; and
- h) provides constructive feedback when needed.

6. Background Information

The University College of the Cayman Islands is a public university established as a statutory authority by statute of the Cayman Islands. The University operates principally under the University College Act and the Public Authorities Act. The primary area covered by the job is to support the President on a strategic level in accordance with obligations imposed by the Public Management and Finance Act.

7. Other Working Relationships

- a) Provide financial information and analysis to the Vice President and the Board's Audit and Finance Committee as requested;
- b) Ensure that the governance bodies are informed about and confident in the financial management of the University and support governance bodies' members in fulfilling their fiduciary responsibilities including but not limited to the Office of the Auditor General; and

- c) Represent the University as a member of professional associations and with other partner organizations.

8. Decision-Making Authority and Controls

The post holder may take decisions on matters within the ambit of the principal accountabilities and as otherwise delegated by the Chief Executive Officer under section 32 of the Public Authorities Law, 2017. Budget oversight of \$13.5 million.

9. Working Conditions

This is normally an office-based position, and the post-holder is expected to work long and abnormal hours with attendance at off-campus meetings with external entities as required.

AGREED BY

Post-holder _____ Date: _____

President _____ Date: _____

Witness _____ Date: _____