



ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

جامعة عبد الرحمن السميّط

JOB OPPORTUNITIES

Abdulrahman Al-Sumait University (**SUMAIT**) is built on the foundation of the former University College of Education Zanzibar established in 1998 by a charity organization; Kuwait based, **Direct Aid (DA)**. In line with this expansion, SUMAIT wishes to invites applications from suitable **qualified Individuals** to fill the vacant of administrative post as follows:-

JOB TITLE: University Bursar (1 position)

REPORTS TO: Deputy Vice Chancellor Finance and Administration.

The Administration of Abdulrahman Al-Sumait University (**SUMAIT**) seeks to recruit an exceptional candidates who are energetic, innovative, and solution-oriented persons from Tanzania to apply for a position of a University Bursar in the management of the and Consultancy activities of the University. The University Bursar shall be responsible to the Vice Chancellor through the Deputy Vice Chancellor for Administration for the financial administration of the University;

The Bursar is the Chief Financial Officer of the University accountable to the Deputy Vice-Chancellor (Administration) for the day to day administration and control of the University financial affairs of the University. The Bursar is the Chief Financial Officer of the University responsible for billing and keeping financial records.

DUTIES AND RESPONSIBILITIES

She/he shall be required to perform among other functions the following:-

1. Be Head of the Account and Finance Section assist in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll;
2. Management of all sources of data entry to the computer from finance and accounts receivable and payable;
3. Prepare bank reconciliation;
4. Adheres to all financial rules and regulations where appropriate in liaison with the University Executive VC/DVC(A/F);
5. Contribute in issues related to finance, budgeting and budget control;
6. Prepare periodic financial reports to internal stake holders and external auditors;
7. Makes follow-up on debtors;
8. Prepares and submit balance sheet when required;
9. Give advises on financial and accounting matters to the DVC (A/F) and VC.
10. Attends selected meetings of management and other related meetings when invited by the Executives;

Academic Qualifications, Experience, Skills and Competencies

Bursar job description should include these common skills and qualifications:

- A good degree in Accounting, Finance, Business Administration or related discipline.
- Master Degree in relevant discipline is an added advantage.
- Should have at least Eight (8) years of proven experience in management, leadership and administration, three (3) of which should have been at a senior level of Bursar or Deputy Bursar from a reputable Institution.
- The Candidate must also possess a Certified Public Account (CPA).
- Computer literacy (MS Excel in particular)
- Strong financial management skills
- Knowledge of accounting procedures and best practices
- Familiarity with budget preparation and cash flow management
- Solid time management skills with an ability to prioritize work
- Excellent analytical skills and experience creating reports and presentations
- Ability to speak and write Arabic language is an added advantage in this post
- Should have good communication, negotiation and people skills.
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Mode of Application

Applicants should submit their applications supported by detailed Curriculum Vitae (CV), certified copies of their certificates, names and addresses of three non-relative referees who can be contacted for references. Foreign awards should be verified by Tanzania Commission for Universities (TCU).

Salary and Remunerations

Abdulahman Al-Sumait University (**SUMAIT**) offers attractive salary and remunerations according to the University's Salary Scales.

Dead line 15/06/2022

Hand delivered application should reach to **SUMAIT**, Chukwani Street Zanzibar not later than **3:30hrs on 15th June, 2022**. Or you can send your application through: **Email at: recruitment@sumait.ac.tz**

Applications should be addressed to:

Vice Chancellor,
Abdulahman Al-Sumait University (**SUMAIT**)
P.O. Box 1933, Zanzibar.
Email: recruitment@sumait.ac.tz

Shortlisted applicants SHALL be contacted in person.
Abdulraman Al-Sumait University is an Equal Opportunities Employer.