

Brac University (BracU)
Job Description

Job Title: Joint Director, Central Accounts

Position Purpose

The Joint Director, Central Accounts, plays a pivotal role in steering the financial sustainability of the organization. This key leadership position is entrusted with the responsibility of overseeing and orchestrating all facets of central accounts management. With a focus on strategic financial leadership, the incumbent will guide the financial health of the organization, ensuring compliance with regulations, optimizing resource allocation, and contributing to the overall financial governance.

Organizational Relationships

Position Type: Regular

Reporting to: CFO

Staff Responsible to you: Department staff

Functional Relationships:

1. Internal Contacts: Senior leaders within the University structure
 2. External Contacts: External stakeholders
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1.1 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Oversee the preparation of accurate and timely financial statements, including monthly, quarterly, and annual reports, in accordance with relevant accounting reporting standards and regulations
- 1.1.2 Implement and maintain robust internal controls to ensure the safeguard of company assets and the prevention of fraud
- 1.1.3 Manage accounts payable and receivable processes, ensuring timely payments to vendors and collections from students/customers
- 1.1.4 Oversee the accuracy and completeness of the general ledger and sub-ledgers
- 1.1.5 Provide financial analysis and insights to support business decisions
- 1.1.6 Lead and motivate a team of accounting professionals, providing coaching, development, and performance feedback
- 1.1.7 Lead and manage assigned financial projects and initiatives. e.g ERP implementation
- 1.1.8 Ensure line of sight with organizations strategic objectives as an effective team leader
- 1.1.9 Remain up-to-date on current accounting trends and best practices
- 1.1.10 Collaborate efficiently with FLT members, various departments, and institutes throughout the organization concerning policy, procedures, and resource allocation

1.2 General Duties & Responsibilities

The general duties and responsibilities of a Senior Executive in the University are:

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including cross institutional wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the department head

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1.3 Academic and Professional Qualification: CA/ACCA/CIMA/MBA

1.4 Experience: Minimum of 10 years of experience in a senior accounting role, with at least 5 years of management experience

1.5 Knowledge & Skills

- Proven track record of success in financial reporting, internal controls, and financial analysis
- Excellent organizational and administrative skills
- Ability to produce high quality written and data reports to senior management
- Strong problem-solving, critical thinking, and analytical skills
- Strong interpersonal, leadership, and communications skills
- Ability to work with a diverse group of colleagues
- Ability to work effectively in a fast-paced environment
- Lead & manage cross functional projects/initiatives
- Proficient in accounting software and financial systems
- Strong attention to detail and accuracy

1.6 Other Duties

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the party's intentions at the time of the offer of the job and acceptance of the offer.

1.8 Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Signature
Employee **Date**