** AUGUSTINE UNIVERSITY**

(The Catholic University of Lagos Archdiocese)

**P.M.B. 1010, ILARA-EPE 106101, LAGOS STATE, NIGERIA**

**Website:www.augustineuniversity.edu.ng**

**Office of the Registrar**

**VACANCY FOR THE POST OF BURSAR**

Applications are invited from suitably qualified candidates to fill the vacant post of Bursar in the University.

**PREAMBLE**

Augustine University is a Catholic University established by the Catholic Archdiocese of Lagos with a vision to be a leading global provider of career-oriented educational services. The University intends to create value for society and all its stakeholders by offering superior, responsive educational programmes that are supported by exceptional service to students and delivered with integrity and accountability.

**THE POSITION**

The Bursar is the Chief Financial Officer of the University and shall be responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University. He/she shall also, from time-to-time, provide expert advice on issues of investment to generate revenue as well as disbursement of funds. He/she will perform oversight functions over the University’s Commercial Services.

The Bursar shall oversee all financial, accounting, reporting, resource mobilization, fund raising, sponsorship, grants, subventions, endorsement drives, revenue generation activities, taxes and insurance functions of the University.

**THE CANDIDATE**

The candidate for this key Management position must be one with vision, proven professional distinction, managerial ability, integrity, and transparency in private and public as well as ability to provide Management of the University with appropriate advice for all financial matters.

**QUALIFICATIONS**

The candidate must:

* Possess a good University degree with a minimum of Second-Class Lower Division from a recognized Institution.
* Be a registered member of any of the Professional Bodies such as Institute of Chartered Accountants of Nigeria, ACCA, ACA, etc.
* Be ICT compliant and conversant with current trends in financial reporting.
* Have proven knowledge in the use of standard accounting package.

**EXPERIENCE**

The candidate is required to have a minimum of fifteen (15) years post-graduation experience. Work experience in a University or comparable institution will be an advantage.

**SALARY AND CONDITIONS OF SERVICE**

* The salary is a remuneration package as applicable to the post of BURSAR in Augustine University.
* Fringe benefits include furnished accommodation, an official vehicle and driver and other benefits as approved by the Governing Council.
* The successful candidate shall hold office for a term of three (3) years. This is subject to renewal based on satisfactory performance and in accordance with guidelines prescribed by the Governing Council.

**METHOD OF APPLICATION**

Candidates are required to send their application, curriculum vitae and all other necessary credentials as attachment in PDF format to registrar@augustineuniversity.edu.ng using the following format:

* Full name with surname first in capital letters
* Post applied for
* Date of birth, town and state of origin
* Nationality
* Religion and denomination
* Current postal address, telephone number and email address
* Permanent home address
* Marital status
* Names and ages of children
* Institutions attended with dates
* Academic qualifications with dates
* Membership of professional bodies
* Work experience
* Present employment and status
* Names and address of three (3) referees
* Signature and date

The application should include candidate’s statement of Vision and Mission for the University’s bursary department in not more than 1,000 words.

All applications must be received not later than four weeks from the date of this publication.

**Note**

Only shortlisted candidates will be contacted for interview and they should contact their referees to submit directly to the Registrar, using the email stated above, signed copies of their confidential reports.

Signed

**Mrs. Margaret I. Aziba**

Registrar

31 July, 2023