



BOLGATANGA TECHNICAL UNIVERSITY

JOB VACANCIES

ABOUT THE UNIVERSITY

The Bolgatanga Technical University is a public tertiary education institution established by the Technical Universities Act, 2016 (Act 922), as amended. The University was established to provide higher education in engineering, science and technology-based disciplines, technical and vocational education and training (TVET), and applied arts and related disciplines. The niche area of the University is Ecological Agriculture.

The University has its campus located in Sumbrungu near Bolgatanga, the capital of the Upper East Region of Ghana. The vision of the University is “To become the preferred technical university with innovative academic programmes producing graduates equipped with new technological skills for sustainable development.” The University is an equal opportunity institution and runs programmes that challenge learners to be creative, innovative, and morally responsible citizens. The University has a staff strength of three hundred and twenty (320), comprising faculty, senior administrative officers and other supporting staff. The student population of the University is about 3000, which includes both full-time and part-time students offering various academic and professional programmes.

The Governing Council of the University invites applications from suitably qualified persons who are goal-oriented and results-driven with proven leadership qualities for appointments into the underlisted positions:

DIRECTOR OF FINANCE

The Director of Finance is responsible to the Vice Chancellor of the University.

The Position/Job Description

The Director of Finance shall be:

- a) responsible to the Vice Chancellor for the Financial Administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921);

- b) responsible for the administration of the financial affairs of the University which shall ensure its financial health and he/she shall exercise direct superintendence over all accounts officers;
- c) responsible for collecting all legitimate revenue due the University;
- d) in control of expenditure in line with the University's objectives and budgets;
- e) responsible for ensuring that the financial statements of the University are drawn up in accordance with the Technical University Act 2016, (Act 922), the Harmonised Statutes, applicable accounting standards and all other regulations approved by the University as well as all other relevant national laws and regulations;
- f) responsible for the preparation of the annual operating budget of the University and shall present same through the Vice Chancellor to Council for approval;
- g) responsible for liaising with the appointed external auditors to get the University's financial statements audited; and
- h) required to perform any other official functions assigned by the Vice- Chancellor of the University.

Terms of Appointment

- a) The Director of Finance shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application, for another term of four (4) years only. The terms and conditions of the appointment shall be determined by the Governing
- b) Council of the University, consistent with the Technical Universities Act, 2016 (Act 922) as amended, the Statutes of Bolgatanga Technical University and the Scheme of Service for Staff of Technical Universities in Ghana

Qualifications and Experience

- a) Applicant must be a Chartered Accountant and hold a minimum of a Masters' degree in the relevant field
- b) He/She must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least six (6) years
- c) Applicant must be computer literate and be conversant with accounting software applications
- d) In addition, the applicant must:
 - be analytical, critical, result-oriented, innovative and visionary;
 - possess hands-on ability to work independently;
 - possess excellent communication, interpersonal and supervisory skills;

- be a good team player
- possess strong IT skills and be familiar with current accounting software
- be able to work under pressure to meet deadlines; and
- possess proactive business and commercial flair.

How to Apply

- a) Applicant should submit an application letter and a statement of not more than 4 pages (Time New Roman, font size 12 and 1.5 line spacing) outlining his/her vision for the University and strategies for implementation
- b) Applicant must show clear evidence of ability to hold schedule(s) without supervision.
- c) Applicant should attach a CV including names and addresses of 3 referees who can attest to the qualities of the applicant
- d) All applications should be addressed to the Chairperson of the Search Committee
- e) Applications must be hand-delivered in a sealed envelope or by a courier, to the Registry of the University and signed for, and also be submitted using email to the address below:

The Chairman
Search Committee for Finance Director
C/O Office of the Director of HR
Bolgatanga Technical University
P. O. Box 767 Bolgatanga
Email: hr@bolgatu.edu.gh
cc: vc@bolgatu.edu.gh

Deadline for submission: Friday, 10th October, 2025 at exactly 5.00pm