Kapasa Makasa University
Great North Road
CHINSALI. Zambia.

P.O BOX 480195
Tel: 260975093144 / 0960980011
Web: www.kmu.ac.zm
Email: registrar@kmu.ac.zm

Office of the Registrar

RE-ADVERTISEMENT OF CHIEF FINANCIAL OFFICER

Kapasa Makasa University invites applications from suitably qualified, experienced, visionary, innovative and results-oriented candidates to fill the position of Chief Financial Officer. **Female candidates and those who had applied earlier are encouraged to apply.**

The Position of Chief Financial Officer (CFO) is a Senior Management position responsible for providing strategic leadership, direction, and oversight of the University's finance and accounting functions. The role is intended to promote financial transparency, accountability, value for money, financial sustainability, regulatory compliance, and the prudent stewardship of institutional resources. The Chief Financial Officer reports directly to the Vice-Chancellor.

JOB PURPOSE

To provide strategic leadership in financial management, accounting, budgeting, treasury management, internal controls, financial reporting, audit coordination and policy development. This is to ensure compliance with applicable accounting standards, statutory requirements and best practice in public financial management.

KEY RESPONSIBILITIES:

1. Lead the preparation, implementation and review of the University's financial strategies, budgets, financial plans, forecasts and departmental work plans.
2. Oversee the preparation of accurate financial statements, management accounts, operational performance reports and statutory reports to facilitate effective decision making.
3. Superintend financial planning, financial analysis and forecasting processes to support institutional growth, sustainability and value for money.
4. Manage budgeting and budgetary control systems through careful analysis, monitoring and control of approved budgets.

5. Monitor and control cash flow, treasury operations, banking arrangements and utilisation of financial resources to optimise liquidity and safeguard University funds.

6. Develop, strengthen and maintain effective internal control systems in compliance with applicable accounting principles, legal requirements and regulatory frameworks.

7. Coordinate internal and external audits, ensure timely responses to audit queries and oversee implementation of audit recommendations.

8. Lead the development, review and implementation of financial policies and procedures to facilitate the achievement of short, medium and long-term strategic financial objectives.

9. Provide strategic leadership, supervision, performance management and staff development within the Finance and Accounting function.

10. Promote accountability, transparency, ethical conduct, innovation and continuous improvement in all financial operations of the University.

QUALIFICATIONS AND EXPERIENCE:

- Grade Twelve (12) School Certificate or its equivalent with at least five (5) credits, including English Language.
- Full professional accounting qualification such as ACCA, CIMA, ZICA/CA Zambia or equivalent.
- Bachelor's Degree in Accountancy, finance, or business administration.
- Master's degree in accountancy, Finance, Business Administration or a related field is an added advantage.
- A full Member and in good standing with the Zambia Institute of Chartered Accountants (ZICA).
- Being a **fellow** is an added advantage
- Minimum of ten (10) years' relevant post-qualification experience, of which at least five (5) years must have been at senior management level.
- Demonstrated experience in financial reporting, financial planning, budgeting and budgetary control, treasury management, internal controls, audit coordination and financial policy development.
- Strong knowledge of Generally Accepted Accounting Principles, applicable accounting standards, public finance management requirements, taxation, corporate governance and risk management.
- Experience in a university, public institution or large complex organisation will be an added advantage.

REQUIRED COMPETENCIES AND SKILLS:

- Excellent strategic leadership, analytical, numerical and problem-solving skills.
- High levels of integrity, professionalism, accountability and ethical conduct.

- Strong oral, written, interpersonal and stakeholder engagement skills.
- Excellent planning, organisation, decision-making and performance management abilities.
- Proficiency in accounting software packages, financial management systems and Microsoft Office applications.
- Ability to work under minimum supervision, manage competing priorities and deliver high-quality outputs within deadlines.
- Demonstrated ability to lead teams, enforce discipline in accordance with institutional procedures and promote effective staff performance.

Tenure

The appointment of the Chief Financial Officer shall be for a period of three (3) years but shall be eligible for re-appointment for a further term of three (3) years upon satisfactory performance evaluation.

Remuneration

A competitive remuneration package shall be offered to the successful candidate.

Application

Candidates who meet the above criteria must submit written applications attaching their CV's and such other materials as they may wish to submit. The CV must give full personal particulars including full name, place and date of birth, academic qualifications, employment and experience, earliest date and availability, active phone numbers, e-mail address, names and addresses of at least two professional referees and one character reference. **Ensure all attachments are in one folder.**

Applications should be addressed to:

The Registrar
Kapasa Makasa University
Box 480195
CHINSALI

Soft copy applications should be sent to jobs@kmu.ac.zm

Closing date for receipt of applications shall be 4th December 2026. Kapasa Makasa University is an equal opportunity employer.