



CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY

P. O. BOX 10-0277

1000 MONROVIA 10, LIBERIA

WEST AFRICA

OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

Email: hr@cu.edu.lr
Website: www.cu.edu.lr
jgbemon@cu.edu.lr

VACANCY ANNOUNCEMENT FOR VICE PRESIDENT FOR FISCAL AFFAIRS (VPFA)

Position Title: VPFA (1 PERSON)

Reports to : The President

Duty Station : Suakoko, Bong County

Start Date : November 1, 2025

Closing Date for the Submission of Application: October 31, 2025 at 5:00 pm

Salary and Benefits: Commensurable salary, housing, other benefits, etc.

ABOUT CUTTINGTON UNIVERSITY

Founded in 1889, Cuttington University is Liberia's premier private institution of higher learning, committed to academic excellence, ethical leadership, and national development. The University offers undergraduate and graduate programs across three campuses to a diverse student body.

POSITION SUMMARY:

The Vice President for Fiscal Affairs (VPFA) serves as the Chief Financial Officer (CFO) of Cuttington University, providing strategic leadership for all financial operations, fiscal planning, and resource management. The VPFA ensures institutional sustainability, regulatory compliance, and transparent stewardship of university assets in alignment with the University's mission. Reporting to the President, this role is crucial in ensuring CU's compliance, financial health, and efficient operations across all locations.

KEY RESPONSIBILITIES:

The Vice President for Fiscal Affairs or CFO is a Senior Officer that leads and manages CU's financial operations, ensuring the University's financial health and strategic alignment. This role involves overseeing budgeting, financial planning, accounting and compliance, while also providing strategic financial guidance to the University's leadership.

The VPFA oversees the development, direction, and management of the university's budget, including accounting, accounts receivable and payable, and budget control. She/he advises the President and Cabinet on financial and budgetary matters, while also supervising and guiding staff in accounting services, budgeting, and students billing. Additionally, the VPFA provides financial leadership and collaborates with other divisions across the institution in relations to financial matters. Specific duties of the VPFA include:

Specific Duties:

- Supervises the Finance Office, fostering professional development and accountability.
- Advises the President and Board of Trustees on fiscal sustainability and risk management.

- Adhere to, and foster high standards of ethical conduct, compliance with all applicable laws and regulations, and appropriate financial oversight and controls.
- Generating financial reports for students and communicating timely to scholarship donors about their obligations;
- Analyzing University's revenue and expenses;
- Ensure compliance with Liberian Public Financial Management (PFM) laws, tax regulations, and donor requirements (e.g., AfDB, World Bank, USAID).
- Organizing the University's resources to complete objectives;
- Lead annual audits and coordinate with internal/external auditors.
- Participates in the development and implementation of strategic long-term goals;
- Directs the development and management of the University's budget;
- Ensures that resources are properly allocated to enable the University to attain its goals;
- Prioritizes needs to fit allocated resources;
- Develops, implements, and monitors fiscal policies and procedures ensuring university's compliance with statutory regulations;
- Develops a leadership team that promotes innovation, accountability and excellence consistent with institutional goals.

Skills and abilities required for the Position

- High integrity and trustworthiness based upon the knowledge of financial and legal best practices;
- The ability to establish and maintain effective relationships with students, faculty, staff, donors and the Board of Trustees;
- The ability to apply budgetary and fiscal planning and arranging techniques within financial constraints without sacrificing quality;
- Possess a profound understanding and respect for diversity, equity, inclusion and belonging, recognizing their significance in fostering academic excellence;
- Knowledgeable of basic financial policies and procedures;
- Knowledge of generally accepted accounting principles (GAAP);
- Knowledge of national issues related to higher education;
- Knowledge of budget development and management principles;
- Knowledge of supervisory principles and practices;
- Skills in the delegation of responsibility and authority;
- Skills in decision making and problem solving.

Minimum Qualification

- Knowledge and level of competency commonly associated with the completion of a master's degree in accounting, finance, business, or a related field;
- A minimum of five (5) years of supervisory experience;
- Ten (10) years progressively responsible administrative experience in accounting, budgeting, and strategic planning in a complex organization;
- Extensive executive-level leadership experience in the areas of finance/accounting and/or budget;
- Expertise in financial software (QuickBooks, Enterprise, Oracle, SAP, Excel);
- Executive-level accounting and budget experience at an institution of higher learning.

PREFERRED QUALIFICATIONS:

- PhD/CPA/ACCA or equivalent professional certification.
- Experience in higher education or non-profit financial management.
- Proven success managing USAID, World Bank, or other donor-funded projects.
- Experience in post-conflict or developing economies.

COMPETENCIES

- Strategic financial planning & analysis
- Integrity and transparency in fiscal governance
- Leadership and team-building
- Advanced negotiation and problem-solving
- Excellent written/oral communication

APPLICATION PROCEDURE

Interested candidates must submit:

1. Cover letter detailing alignment with the position
2. Comprehensive Curriculum Vitae (CV)
3. Copies of academic/professional certificates
4. Three professional references (with contact details)

Submit applications via the below email by the full consideration date.
jgbemon@cu.edu.lr.