



CRAWFORD UNIVERSITY
KM 8, ATAN-AGBARA ROAD, FAITH CITY,
P.M.B. 2001, IGBESA, OGUN STATE, NIGERIA

VACANCY FOR THE POST OF BURSAR

OVERVIEW

Crawford University is a private University established by the Apostolic Faith Mission and licensed by the National Universities Commission (NUC) for operation in 2005. The University currently operates two Colleges namely: the College of Natural & Applied Sciences and the College of Business & Social Sciences and all the Academic Programmes of the University are accredited by the NUC. The University also has a Postgraduate School. The main focus of the University is encapsulated in its motto "*Knowledge with Godliness*".

The Governing Council hereby invites applications from suitably qualified candidates for the position of Bursar of the University which is vacant.

The Office of the Bursar

The Bursar is the Chief Financial Officer of the University responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University. He/she should provide the University Management with appropriate advice and support for all the institutions financial transactions.

The Bursar must exhibit a considerable degree of competence, responsiveness, demonstrable Integrity and transparency on matters of financial administration and management. In addition, he/she must demonstrate the ability to relate effectively with financial stakeholders and should be able to command the respect and loyalty of staff and students of the University.

In view of the enormous responsibilities of the Bursar, the University seeks applications from candidates with vision, proven academic distinction, managerial ability, integrity and transparency in private and public life.

Qualifications & Experience

- The candidates must possess a good Honours Degree in Accounting from a recognized University. Possession of a higher degree(s) is an added advantage;
- Must be a qualified member of a professional body such as ICAN, ACCA, ANAN, CIMA, CPA;
- Must have a minimum of twelve (12) years cognate experience, seven (7) years of which must be unbroken service in the University system;
- Must have attained the rank of a Deputy Bursar (or acted in post for at least six months), or its equivalent in a University.

- Must not be above 60 years of age at the time of appointment.
- Must be computer literate with a working knowledge of relevant accounting packages.
- Must possess NYSC Discharge Certificate or Evidence of Exemption.

Condition of Service

The appointment shall be for a period of five(5) years with a remuneration package which is comparable to what obtains in Federal, State and Private Universities in Nigeria and, as approved from time to time by the Governing Council of the University. The appointment shall also attract privileges, benefits and associated perquisite of office as obtainable in Nigerian Universities.

Method of Application

Candidates are requested to submit twenty (20) type-written copies of their application (including credentials and curriculum vitae giving the following information:

- (a) Post for which application is being sought
- (b) Full name
- (c) Phone Number(s) including mobile
- (d) E-mail address
- (e) Date of birth
- (f) Place of birth
- (g) Nationality and State of origin
- (h) Religion
- (i) Current postal address
- (j) Marital status
- (k) Number and ages of children
- (l) Institutions attended with dates
- (m) Qualifications obtained with dates
- (n) Academic Honours and Membership of Professional bodies
- (o) Statement of Experience including full details of formal and present posts with salaries and dates
- (p) Evidence of proficiency in ICT (packages and capabilities)
- (q) Other activities outside current employment
- (r) Proposed date of availability of duties, if appointed.
- (s) Name and address of three Referees, one of whom must be in position to supply applicant's academic and/or professional reference
- (t) Signature and date.

Mode of Submission of Application

Each application should include (20) copies of the candidate's Vision (not more than one page in single line spacing) for the University in the next 5 (five) years with particular reference to the administration and control of the financial affairs of the University.

Applicants are expected to request their three referees to forward directly to the Pro-Chancellor, a confidential report on the candidate's character, academic and managerial competencies in a properly sealed envelope marked 'Referee's Report (Bursar)' at the top left corner of the envelope.

All applications shall be submitted under confidential cover within 6 weeks from the date of this advertisement and addressed to:

Pro-Chancellor and Chairman of Council,
Crawford University,
Km 8, Atan-Agbara Road,
Faith City, P.M.B. 2001,
Igbesa, Ogun State.

Electronic copy of the application and *curriculum vitae* should also be e-mailed as an attachment to registrar@crawforduniversity.edu.ng

Signed:

E. A. Atoe

Ag. Registrar