



# CRAWFORD UNIVERSITY

Km. 8. Atan/Agbara Road, Faith City,  
P. M. B. 2001, Igbesa, Ogun State, Nigeria  
[www.crawforduniversity.edu.ng](http://www.crawforduniversity.edu.ng)

## ADVERTISEMENT 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, approved to operate from two campuses located at Igbesa, Ogun State and Oye-Ekiti in Ekiti State, is committed to academic excellence and the highest level of discipline and morals. The University currently runs three Colleges namely: the College of Natural & Applied Sciences, College of Business & Social Sciences, and the College of Arts & Communications Studies. The University also has a Post-graduate School and a School of Part-Time Studies. All the Academic Programmes of the University are accredited by the NUC. The main focus of the University is encapsulated in its *Motto* namely, “*Knowledge with Godliness*”.

The Board of Trustees, in conjunction with the Governing Council, hereby invites applications from suitably-qualified candidates for the position of Bursar of the University.

### **THE BURSAR**

The Bursar is the Chief Financial Officer of the University, and is responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University. He/she should be able to provide the University Management with sound advice and support for all the institution’s financial transactions, etc.

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 suitably-qualified candidates with vision, proven academic distinction, managerial ability, integrity and transparency in private and public life.

### **QUALIFICATIONS AND EXPERIENCE**

- The candidate must possess a good Honours Degree with a minimum of Second Class Lower Division in Accounting from a recognized University. Possession of a higher degree(s) is required.

- Must be a chartered Accountant, in addition to being a qualified member of other professional bodies such as ACCA, ANAN, CIMA. Fellow of the relevant professional bod(ies) will be an added advantage.
- The candidate must have a minimum of fifteen (15) years cognate experience, nine (9) of which must have been in a senior position in the University.
- Must have attained the rank of a Deputy Bursar or its equivalent, for a good number of years in a University.
- Must not be above 60 years of age at the time of appointment.
- The candidate must be computer-literate with a working knowledge of relevant accounting packages.
- Must possess NYSC Discharge Certificate or Evidence of Exemption.

### **CONDITIONS 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 perquisites of office as obtainable in Nigerian Universities.

### **METHOD OF APPLICATION**

Candidate(s) are requested to submit twenty (20) type-written copies of their application(s), including credentials and *Curriculum Vitae* giving the following information:

- (a) Post for which application is being sought
- (b) Full name
- (c) Current Postal Address including e-mail address and telephone contact
- (d) Date of Birth
- (e) Nationality and State of Origin
- (f) Marital status
- (g) Number and Ages of Children
- (h) Church Affiliation
- (i) Institutions attended with dates
- (j) Qualifications obtained with dates
- (k) Academic Honours and Membership of Professional bodies
- (l) Statement of Experience, including present employment, status, salary and employer
- (m) Evidence of proficiency in ICT (packages and capabilities)
- (n) A Statement of the candidate's Vision for Crawford University
- (o) Other activities outside current employment
- (p) Proposed date of availability for duty, if appointed.
- (q) Names and Addresses of three referees (one of whom should provide spiritual reference; and one, where appropriate, from the Head of the establishment where the applicant currently works).
- (r) Signature and date.

### **SUBMISSION OF RELEVANT DOCUMENTS**

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

All applications and relevant documents are to be submitted under confidential cover in a properly-sealed envelope marked at the upper left hand corner, **“APPLICATION FOR THE POST OF BURSAR, Crawford University”**, and addressed to:-

**The Pro-Chancellor & Chairperson of Council,  
Crawford University,  
Km 8, Atan-Agbara Road,  
Faith City, P.M.B. 2001,  
Igbesa, Ogun State, Nigeria**

Such application should reach the Chairperson, Governing Council within six (6) weeks from the date of this Advertisement. Please note that applications received after the deadline will not be considered.

Electronic copy of the application and *Curriculum Vitae* should also be e-mailed as an attachment to: - [registrar@crawforduniversity.edu.ng](mailto:registrar@crawforduniversity.edu.ng)

### **REFEREES' REPORT**

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

### **INTERACTION WITH SHORTLISTED CANDIDATES**

Shortlisted candidates will be invited to an interactive session and will be expected to come with the following:

1. Originals of their credentials.
2. Certificate of Birth or statutory Declaration of Age.
3. Certificate of current Medical Fitness based on documented comprehensive, medical examination from a recognized hospital.

Only shortlisted candidates will be contacted.

*(Signed)*

***Registrar & Secretary to Governing Council  
March 31, 2025***