



# University for Peace



<b>General Description</b>	
Position Title:	Director of Finance and Administration
Name of Department:	Department of Finance and Administration
Position Supervisor:	Rector
Location:	UPEACE Headquarters, Costa Rica
Length of appointment:	Indefinite
<b>About the University for Peace</b> For a detailed description of the courses and more information about our academic programmes please visit: <a href="http://www.upeace.org/academic">http://www.upeace.org/academic</a>	
<b>Statement of Qualifications</b>	
Essential Qualifications for the Position:	<ul style="list-style-type: none"><li>- Certified Public or Private Accountant</li><li>- AACA or equivalent</li><li>- MBA with an emphasis in finance (preferable)</li><li>- 5 years' working experience in senior positions (Finance Director or similar)</li><li>- Bilingual (English-Spanish)</li><li>- Demonstrated experience in managerial and supervision roles</li></ul>
Knowledge:	<ul style="list-style-type: none"><li>- Knowledge of International Public Sector Accounting Standards (IPSAS)</li><li>- Knowledge of International Financial Reporting Standards (IFRS) and their predecessors (International Accounting Standards)</li><li>- Knowledge of accounting principles and procedures</li><li>- Knowledge of project management methodologies</li><li>- Knowledge of international organizations</li></ul>
Abilities and Skills:	<ul style="list-style-type: none"><li>- Demonstrated capacity to prepare, interpret and analyze complex financial information and systems</li><li>- Proven experience in assigning roles and responsibilities within a team</li><li>- Excellent communication skills</li><li>- Ability to promote effective interpersonal relations</li></ul>



Personal Suitability:	<ul style="list-style-type: none"><li>- Leadership and ability to foster teambuilding</li><li>- Capacity to detect obstacles to effective teamwork and resolve them proactively</li><li>- Provide expert advice on technical financial issues, accepting responsibility for resulting financial decisions</li><li>- Ability to deal effectively with sensitive information</li><li>- High level of professional discretion</li><li>- Strong sense of professional initiative</li><li>- Time management skills</li><li>- Reliable and honest</li><li>- Familiarity with multicultural environments</li><li>- Willing to work under pressure</li><li>- Tolerance for ambiguity</li></ul>
<b>Job Description</b>	
General Responsibilities for the Position:	<p>As the head of the Finance and Administration areas, the candidate will have overall responsibility for the operation of these domains. This involves setting goals for the teams and overseeing the programs and initiatives implemented to achieve those objectives. A key part of the role is overseeing budgets and ensuring that resources are used appropriately and that programs are executed as planned. The individual is also tasked with preparing detailed financial reports to track performance and inform decision-making. Beyond the financial aspects, the position requires formulating relevant policies, managing the day-to-day operations, and guaranteeing the proper utilization of the institution's resources.</p>
Specific Responsibilities for the Position:	<p><b>FINANCES</b></p> <ul style="list-style-type: none"><li>• Supervise the Finance Department (Accounting, Treasury, and Budget)</li><li>• Act as Lead Accountant in both execution and supervision</li><li>• Plan, organize and coordinate the preparation of the University's Annual Financial Plan</li></ul>



- Perform complex budget-related functions in accordance with the institutional accounting cycle
- Develop and implement internal financial control procedures necessary to guarantee the safeguard of institutional assets
- Prepare and present local income tax returns (ATV-Ministerio de Hacienda)
- Prepare financial projections with the Treasurer and recommend actions related to the institution's financial and investment portfolio
- Register and reconcile institutional accounting records, including investments (i.e., CDPs), stocks, and assets
- Review and authorize local and international payroll
- Oversee the overall preparation of financial reports for donors, properly adhering to deadlines
- Supervise monthly reconciliation and reporting, payments, and other financial transactions (TECAPRO)
- Coordinate with external auditors
- Implement corrective measures based on external auditors' reports
- Prepare and certify monthly financial statements
- Prepare and present financial reports to UPEACE Council on an annual basis
- Ensure the establishment of and the institution's compliance with financial policies and control procedures
- Serve as a liaison between the Finance Department and other institutional departments on financial and budgetary matters
- Review and analyze financial and operational reports, suggesting strategic planning needs for the institution when necessary
- Assists the Rector and Vice Rector in preparing the Corporate Risk Register, leading the task of identifying and



# University for Peace



mitigating operational, fiduciary, and financial risks

- Prepare a business continuity plan for the budget and finance functions
- Liaise with financial professionals from similar academic and international organizations
- Keep abreast of digital transformation opportunities
- Coordinate institutional response to recommendations made by external auditors

#### ADMINISTRATION

- Design and oversee administrative procedures and forms
- Supervise, plan, and support the operations of the following areas: logistic coordination of meetings, general services (field, cleaning, drivers, building maintenance, recreational park and reserve), travel and hotel services, transportation, photocopy area, facilities management
- Design, research, and plan salary scale proposals in coordination with the head of Human Resources, considering implementation and control aspects

**The salary range for this position is USD\$ 3,575-4,305 per month. The final salary offer will be made based on qualifications and experience.**

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and (3) contact information for three references in English. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: [jobshr@upeace.org](mailto:jobshr@upeace.org) **Please refer to Position #7400 in the subject line.**

The period for the submission of application materials ends **August 2, 2024**. At the end of the application period, the selection board will contact those candidates who have been selected to continue to the next phase of the process. These shortlisted applicants will be contacted by **August 9, 2024**.

The selected candidate for the position should have availability to begin working on **September 2, 2024**.