

Job Description

Position: Vice President for Finance and Treasurer

Summary of Work Activities and Responsibilities:

Reporting directly to the University President, the Vice President for Finance and Treasurer is the Chief Financial Officer and Comptroller of the University and the steward of the University's financial resources. He has primary responsibility for the planning, implementation, and management of all the finance and accounting activities of the University, including business planning, forecasting, budgeting, financial reporting and analysis, investment portfolio management, cash management, accounting transactions, internal control, tax management, procurement, and trademark licensing operations.

As Treasurer, s/he has the custody of the funds and securities of the University and is responsible for the disbursement of its money and loan management.

Main Duties and Responsibilities:

A. Leadership

- Provides leadership to the Finance Cluster and works closely with the President and other Vice Presidents in managing the finance and accounting function, and in performing financial planning and analysis, all aimed at optimizing the use of the University's financial resources for the attainment of the University's vision/mission.
- Promotes sound fiscal management and encourages responsible stewardship among unit heads.
- Oversees the budgeting process – both the annual operating budget and the CAPEX projects of all units. Also acts as Chairman of the University Budget Committee.
- Promotes a culture of informed decision making by making sure that all needed financial reports are available to management.
- Ensures that a reliable system of internal controls is in place in the finance function to adequately safeguard the University's assets, including securing the needed insurance.
- Develops and supports strong relations with all stakeholders, including both the internal University community and external partners such as banks, investment managers, external auditors and other providers of corporate financial services to the University.

B. Strategic

- Advises the University leadership on long-term business and financial planning
- Provides strategic recommendations to the University President and the Board of Trustees on how to effectively manage the University's financial resources and how to prioritize the allocation of these resources across competing needs,
- Provides strategic recommendations to the University President and the Board of Trustees on how to effect a digital transformation of the finance function in order to achieve greater efficiency and accuracy in financial reporting and management
- In consultation with the Finance and Budget Committee of the Board of Trustees, assists the President and Senior Management to anticipate the financial implications of strategic plans

- Develops tax and other fiscal strategies.
- Works with his/her direct reports to establish goals and objectives that support the University's plans and programs and to develop the strategies required for the achievements of these goals and objectives.

C. Operational

- Oversees the accounting and financial reporting of the institution, ensuring the timeliness and correctness of interim as well as annual financial reports
- Responsible for ensuring proper financial controls and accurate accounting procedures
- Manages the process of financial forecasting and budgeting, provides periodic reports that track the performance of the operating units and the university as a whole against its budgets
- Provides financial and other reports needed by management for decision-making. Advises unit heads on their financial concerns and supports their procurement needs
- Proactively studies the use of technology in improving university financial and accounting operations, responsible for the continuous process of digital transformation of the finance and accounting function
- Provides advice on how to increase revenue and reduce costs.
- Proposes action plans to ensure that annual financial objectives are attained.
- Monitors the status of goals and plans for direct reports, and provides coaching when needed.
- Presents the audited financial statements of the University at the annual meeting of the Corporation. Also presents periodic report on the results of operations as well as the audited financial statements to the Board of Trustees.
- Ensures the effective utilization of University funds
- Manages the University investments, the Ateneo Consolidated Fund (which includes funds from other Jesuit schools) and the Philippine Province Jesuit Investment Fund, with the assistance of the other members of the "Investment Team" to ensure optimized returns
- Ensures accurate and timely submission of external financial reports to all external governing entities (SEC, BIR, DepEd, CHED, LEB, etc.)
- Ensures full transparency over the financial performance of the University.
- Performs other duties that may be assigned to him by the President or by resolution of the Board.

D. Membership

- Chairman of the University Budget Committee
- Member of the President's Council which advises the President and deliberates on policy matters for management decision or recommendation to the Board
- Ex-officio member of various Board committees including the Finance and Budget Committee in his/her capacity as VP for Finance and Treasurer
- Official representative of the University to the CEAP Retirement Fund Inc.
- Ex-officio member of various Management committees involved in policy and operations

E. Other Responsibilities

- Designated by the Board of Trustees (aside from or as alternate to the President) as authorized signatory of the University funds, singly or as co-signatory for legal documents involving University resources.

Knowledge, Skills and Abilities:

- Leadership – Has the leadership qualities required to effectively supervise the finance cluster and discharge the function.
- Critical thinking – Has the ability to strategize and solve problems.
- Decision making and problem solving – Has proven leadership, analytical and organizational skills to identify, analyze and evaluate options to arrive at the best solution to a particular problem or concern.
- Developing and Building Teams – Encourages and builds a culture of mutual trust, respect, and cooperation among team members.
- Communication – Effective verbal and written communication skills.
- Guiding, Directing and Motivating Subordinates – Adept at providing guidance and direction to team members, including setting standards and monitoring performance.
- Managing Relationships – Able to effectively interact and relate with the various publics and stakeholders.
- Administration – Comprehensive knowledge of corporate financial management principles, corporate financial regulations, the controllership function, and risk management practices, especially as applied in a school setting
- Investment Management - Has extensive knowledge and experience in banking and investment management
- Use of Technology – Comfortable with technology, and updated on its many uses to automate, improve and otherwise digitally transform university financial and accounting processes and services

Education and Experience Requirements:

Finance/Business/Economics/Accounting major, preferably with MBA or any equivalent post graduate degree

A senior executive with extensive experience in corporate finance, controllership, administration, and the overall management of an organization

Direct reports:

Directors of Central Accounting, Central Purchasing, Investments, University Bursar, Assistant to the VPFT for Budget, Assistant to the VPFT for Investments and Business Affairs, and OVPFT Staff.