



THE UNIVERSITY OF LIBERIA CFO/VPF SEARCH COMMITTEE
UNIVERSITY OF LIBERIA
MONROVIA, LIBERIA



VACANCY ANNOUNCEMENT FOR
CHIEF FINANCIAL OFFICER & VICE PRESIDENT OF FINANCE
DEADLINE FOR APPLICATIONS: MARCH 13, 2026

The University of Liberia, Liberia's flagship institution of higher learning, is accepting applications or nominations for the position of Chief Financial Officer and Vice President of Finance (CFO/VPF). Founded in 1862 as Liberia College, the institution became the University of Liberia in 1951 by an Act of the National Legislature. The President of the Republic of Liberia is Visitor of the University of Liberia and the authority for the governance over the University is vested in the Board of Trustees. The UL president serves as Chief Executive Officer (CEO) of the University, both academically and administratively, and the CFO/VPF will report directly to the UL president.

Currently, the University of Liberia has nearly 30,000 students (~27,000 undergraduates and ~3,000 graduate and professional students) from all parts of the country, as well as foreign students from diverse educational and cultural backgrounds. The University is comprised of four (4) campuses – Capitol Hill in Monrovia, Fendall in Louisiana Township, Health Sciences in Congo Town, and Straz-Sinje in Grand Cape Mount County. Its staff size is over 2,200, of which approximately 800 are full-time faculty, plus several hundred adjunct (part-time/contract) faculty. In 2025, the UL budget was US\$36.4 million, with a US\$33.4 million subsidy from the Government of Liberia and approximately US\$3 million in internally generated revenue from student fees (entrance, registration, graduation), research and project grants, venue rentals, and other diverse sources. In FY 2026, UL has been approved for a \$34.2 million GoL subsidy and \$6.35 million in renovation and building funds, or \$40,587,284 total, plus a projected US \$3 million in internally generated revenue, for a total budget of US \$43,587,284. Currently, 75-90% of UL's budget goes to personnel, with a target of increasing the ratio of operating funds to 45% over time through increasing efficiency and diversifying revenue streams. UL plans to launch a new five-year strategic plan during Q1 2026.

The University seeks a top financial officer who provides leadership and executive oversight for the full range of UL's financial operations, holds the financial wellbeing of the University as the highest guiding principle, is committed to financial integrity, and understands and embraces the relationship between the University's fiscal health and its ability to fulfill its educational mission as the nation's flagship public university. The UL CFO/VPF must work closely, collaboratively, and consistently with the University president and must be highly communicative, action-oriented, strategic, and customer service sensitive.

The CFO/VPF is expected to produce a comprehensive real-cost annual budget tied to the University's strategic plan, as well as multi-year budget projections that reflect a

commitment to the University's fiscal health amidst the fluctuating conditions affecting the higher education sector in Liberia and globally. The CFO/VPF must manage UL's annual budget effectively, efficiently, and transparently, with the ability to communicate about the budget to diverse audiences, from faculty and staff to the Board of Trustees to the Ministry of Finance and Development (MFDP) as well as other Government actors. The UL CFO/VPF must communicate an ethically rigorous financial posture and serve as a financial role model for the campus community, while exercising oversight over the financial integrity of others.

The CFO/VPF will manage personnel and processes in the UL Business and Finance Office (BFO) with impeccable supervision, noting that the BFO is the nerve center of UL's day-to-day functioning. The CFO/VPF will ensure that all UL employees are paid regularly, predictably, and on time, and will oversee the provision of educational workshops and town hall meetings by the BFO that allow UL staff from the lowest paid to the highest paid to understand the formula by which their pay checks are calculated and receive basic facts and periodic updates about the University's budget and financial condition.

The position requires highly attentive and collegial coordination with numerous stakeholders inside and outside UL. Internally, the CFO/VPF will be a member of the President's Cabinet and will also liaise with units such as Procurement and Internal Audit. The CFO/VPF will lead UL's internal Budget Committee, serve as a member of the Procurement Committee, and participate in other financial-related committees, working groups, or meetings. Importantly, the CFO/VPF will engage frequently with the UL Board of Trustees, including the Board's Budget Committee, and will present the UL annual budget to the Board for approval. Strong relationships with key financial actors in Liberia, such as the Minister of Finance and MFDP staff, the Legislature including individual legislators, NASSCORP, etc., are also necessary, and the ability to make formal presentations to these bodies, sometimes on short notice, is a requirement. Occasionally, the CFO/VPF will engage with donors, partners, or other stakeholders.

Key Responsibilities

- Strategic Financial Planning: Develop and execute comprehensive financial strategies, forecasts, and budgets in alignment with the University's institutional priorities and strategic plan.
- Financial Operations Oversight: Manage all aspects of the Finance Division (BFO), including accounting, accounts payable and receivable, treasury, financial reporting, and financial oversight for grants and gifts.
- Risk Management & Compliance: Implement and maintain effective internal controls and risk management processes to safeguard university assets and ensure compliance.
- Reporting: Ensure the timely and accurate preparation of all financial reports and manage audits in accordance with applicable laws and regulations.

- **Leadership:** Provide guidance and support to the finance team, and collaborate effectively with the UL President, the Cabinet, the Board of Trustees, and other internal and external stakeholders to achieve financial objectives in light of the University’s educational mission and strategic plan.
- **Collaboration and Customer Service:** Provide timely and courteous service to the faculty, staff, students, and vendors who must engage the BFO on a daily basis in order to complete their work, achieve their studies, and provide goods and service to the University, with sensitivity to the challenges that resource-limited environment places on motivation and morale.
- **Setting the Tone:** Strive to embody UL’s “Five E’s”: EDUCATION, EFFECTIVENESS, EFFICIENCY, EXCELLENCE, & ETHICS, and encourage the same in others, particularly among BFO staff and in BFO transactions with customers.

Qualifications

The successful candidate should possess broad leadership qualities and experience, including the following:

- At least 5-10 years of proven leadership and management experience in a senior position of financial responsibility in a higher education institution or similarly complex entity.
- An earned advanced degree (Ph.D., MBA, DBA, or SBD preferred) from an accredited higher education institution or its equivalent.
- Proven accounting expertise in a complex business or higher ed environment.
- Demonstrated management skills, including the ability to make hard decisions.
- High ethical standards, professionalism, and a good reputation.

APPLICATIONS AND DOCUMENTS MUST BE SUBMITTED ON OR BEFORE MARCH 16, 2026. Shortlisted applicants will be required to appear in person for an interview before the Search Committee.

A complete application must include all of the following items:

- A letter of interest addressed to the Search Committee;
- Copies of all post-secondary diplomas and a transcript for the institution where the highest degree was earned;
- Copies of professional certifications or educational certificates, if applicable;
- An up-to-date curriculum vitae or resume that includes the names and contact information (phone and email) for the references cited below;
- At least one Annual Budget and one Year-end Budget Report that you have personally produced for an organization;
- Four sealed letters of reference – two from professional colleagues in the finance arena, preferably from current or former employers, and two character references, including one from a religious leader and one from a community leader or legal professional.

- Three recent passport-sized photos.

Applications should be sent to the following postal or email address. Please note that all international applications should be forwarded via Federal Express, DHL, or any reputable courier operating in Liberia.

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Submitted by the University of Liberia CFO/VPF Search Committee