



William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

Monrovia Office: 15th & Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: info@tubmanu.edu.lr WEBSITE: www.tubmanu.edu.lr

JOB VACANCY ANNOUNCEMENT

Position: Associate Vice President for Finance and Budget

Type: Full-time

Location: Main Campus, Harper, Maryland County

Minimum Education Required: Masters

Posting date: July 15, 2025

Application Deadline: August 29, 2025

Background:

William V.S. Tubman University (TU) is a public university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences.

Position Summary:

W.V.S. Tubman University is seeking an innovative, visionary, collaborative, enthusiastic, and financial professional individual to serve as Associate Vice President for Finance and Budget of the university. The Associate Vice President for Finance and Budget typically oversees the university's financial operations, including budgeting, accounting, and financial reporting, ensuring compliance with regulations and supporting strategic financial planning. The AVP will be managing a team of financial professionals and reports to the Vice President for Administration.

Minimum Qualifications/Requirements

The desired candidate shall possess a Master's degree in finance, accounting, economics, business administration, or a related field, with a minimum of seven (7) years of increasingly responsible financial and administrative experience, including budget planning, reporting, and analyzing

financial data. The ideal candidate shall be passionate about education and committed to helping the university achieve its mission through its top priorities (Academic Excellence, Student Success, Brand Prestige, and Entrepreneurship)

ESSENTIAL FUNCTIONS:

Budgeting and Forecasting, Internal Controls & Analytical Skills, Strategic Financial Planning, Risk Management & Compliance, Collaboration & Team Leadership, Strategic Thinking, Communication Skills, Technical Proficiency, and Problem-Solving

Special Requirements/skill:

- Financial Analysis and Reporting
- Advanced computer literacy and financial applications
- Budget Forecasting and Projections
- Cost-Benefit Analysis
- Accounting Principles and Practices
- Quantitative Data Analysis
- Fiscal Policy Interpretation
- Financial Modeling and Valuation

Please submit your resume, a copy of your degree(s), professional certificates, and transcript with a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance
William V. S. Tubman University
Harper City
Maryland County
Liberia
Email: jobs@tubmanu.edu.lr

Note: Please know that only shortlisted Candidates will be contacted

Tubman University is an equal opportunity & affirmative action employer & values diversity within its faculty, staff & student population.