



UNIVERSITY COLLEGE CAYMAN ISLANDS

Job Description

1. DESCRIPTION

Title:	VICE PRESIDENT – BUSINESS & OPERATIONS
Jobholder:	
Reports to:	PRESIDENT & CEO
Department/University	ADMINISTRATION
Salary Scale:	\$103,476 - \$139,164 (F)

2. DIMENSION

Reporting to the President & CEO, the Vice President - Business & Operations (VPBO) oversees all business and finance operations: budget matters, investments and endowments, auxiliary services (including contracts), operation of the physical plant (including maintenance, campus master planning, and construction), risk and property management (including the college's insurance programs), and human resources.

The VPBO serves as an integral member of the president's leadership team; works closely with the Board of Governors, and is the President's designate to the Audit and Finance Committee; serves as liaison to financial, governmental, and business organizations.

The VPBO will not only understand cutting-edge financial functions but also have the capacity to envision creative and innovative solutions to the dynamic transitions occurring in higher education funding models.

The VPBO works closely with leadership throughout the University to develop strategies to strengthen its business, financial and administrative plans, and policies to achieve its strategic goals. The VPBO advises the President and Board of Governors on financial and business matters relating to the University and the campus. The Vice President will collaborate with other leaders of the University to build upon and support an innovative vision for

UCCI's future. The VPBO also has responsibility for all reporting and compliance related to fiscal activity, for investment, pension obligations and debt management, and for promoting the development and growth of the University in sound budget management, reporting and oversight.

3. TERMS OF APPOINTMENT

- a) The Vice President – Business & Operations is appointed by the Board, in conjunction with the President & CEO;
- b) Continuation of an appointment as VPBO is subject to a satisfactory annual performance review.

4. CRITERIA FOR APPOINTMENT

The criteria for appointment as VPBO are as follows:

- a) A master's degree in business administration, Accounting or Finance;
- b) Seven (7) years progressively responsible financial leadership experience, or 10 years relevant experience in a related department or discipline;
- c) At least three (3) years in a senior administrative role;
- d) A professional Accounting Designation (CPA, CMA, ACCA or equivalent) is desirable.

SKILLS/KNOWLEDGE AND EXPERTISE:

- e) Recent leadership experience with financial management, preferably in higher education;
- f) A clear and respectful communicator both in writing and orally;
- g) A proven record of accomplishment and leadership in financial operations and management, budgeting and forecasting, risk management, fund accounting, investments, and administrative systems;
- h) A demonstrated understanding of computer systems and data analysis
- i) A demonstrated ability to develop and oversee multiple capital and construction projects;
- j) People management experience, and a high propensity for innovation and agility;
- k) Proven success using data to inform the development of innovative approaches to financial management and operations;
- l) Superior presentation and interpersonal skills are essential; this includes the capacity to effectively translate complex technical language and issues into terms that are easily understood and actionable, and the ability to build effective relationships;

- m) Able to demonstrate strategic thinking and success executing priorities that drive improved operating performance; and
- n) Ability to balance competing demands and multiple responsibilities, making progress on long-term projects and addressing urgent needs.

5. INSTITUTIONAL COMMITMENT

- a) recognizes diversity in UCCI's organizational culture; understands department and UCCI policies, and promotes an environment conducive to learning;
- b) demonstrates a professional conduct in discussing and dealing with internal issues;
- c) maintains appropriate work/life balance while engaging in new knowledge to enhance personal growth and skills;
- d) adheres to the Public Service Code of Conduct, UCCI's policies regarding social conduct, attendance, and dress code;
- e) acts in accordance with UCCI's privacy and legal requirements;
- f) maintains good relationships with UCCI's clients including the students, visitors, and other colleagues, even when facing pressure situations and when confronted;
- g) shows respect for colleagues; and
- h) provides constructive feedback when needed.

6. BACKGROUND INFORMATION

The University College of the Cayman Islands is a public university established as a statutory authority by statute of the Cayman Islands, operating principally under the University College Act and the Public Authorities Act. The primary area covered by the job is to ensure that the VPBO is supporting the President and CEO on a strategic level in accordance with principally the Public Management and Finance Act.

7. SUPERVISION OF OTHERS

The VPBO has responsibility for the following departments in relation to the operational needs of the institution.

- Human Resources
- Finance
- Facilities
- Information Technology

8. OTHER WORKING RELATIONSHIPS

- a) Provide information and analysis to governance bodies, including the Board of Governors and the Board's Audit and Finance Committee;
- b) Ensure that the Board of Governors and any other governance bodies are informed about and confident in the financial management of the University and support governance bodies' members in fulfilling their fiduciary responsibilities; and
- c) Represent the University as a member of professional associations and with other partner organizations.

9. DECISION-MAKING AUTHORITY AND CONTROLS

The post holder may take decisions on matters within the ambit of the principal accountabilities and as otherwise delegated by the Chief Executive Officer under section 32 of the Public Authorities Law, 2017. Budget oversight of \$13.5 million.

10. WORKING CONDITIONS

This is normally an office-based position and is expected to work long and abnormal hours with attendance at off-campus meetings with external entities as required.

SIGNED for and on behalf of the University College of the Cayman Islands by:

Post-holder:		Date:	
President & CEO:		Date:	
Witness:		Date:	