



# جامعة الحكمة، إلورن، نيجيريا AL-HIKMAH UNIVERSITY, ILORIN, NIGERIA

*The 1st Islamic Faith-based University in Nigeria*

Adeta Road, Adewole Housing Estate, P.M.B 1601, Ilorin, Kwara State.

[www.alhikmah.edu.ng](http://www.alhikmah.edu.ng)

## VACANCY FOR THE POST OF BURSAR

### (1) PREAMBLE

The Governing Council of Al-Hikmah University, Ilorin, Nigeria wishes to announce that the post of the Bursar of the University will be vacant from 15th March, 2026. In accordance with the provisions of Al-Hikmah University Law 2003 (as amended), the Governing Council wishes to commence the process of filling the vacancy and hereby invites interested, qualified and highly experienced professionals to apply for the position.

### (2) THE UNIVERSITY

Al-Hikmah University, Ilorin was licensed by the Federal Government of Nigeria in January, 2005. It is a faith-based, private and conventional University with a strong Islamic content. The University aims at providing high moral standard and academic excellence for the good of the Nigerian nation and humanity. It is also committed to the development of highest academic standards both at the undergraduate and postgraduate levels. The University has graduated Fourteen (14) sets of students. The University, which is developing at a rapid pace, has nine (9) Faculties namely; The Humanities and Social Sciences, Management Sciences, Natural and Applied Sciences, Basic Medical Sciences, Education, Law, Agriculture, Nursing Sciences, Computing, Engineering and Technology as well as College of Health Sciences and the Postgraduate School. The current student population stands at about 13,000.

### (3) DUTIES OF THE BURSAR

- The Bursar is the Chief Financial Officer of the University and is directly responsible to the Council and Vice-Chancellor for the management of the University finances.
- The candidate should also have the ability to drive aggressively, internally-generated revenue for the University.
- The candidate for the position is expected to, among other responsibilities, plan, organize, direct, coordinate the operations of the financial system of the university; and
- He is expected to perform any other functions which the Council or Vice-Chancellor may so direct.

### (4) QUALIFICATIONS

The candidate for the post of the Bursar must possess the following:

- A good degree in Accounting or related disciplines from recognized institution of higher learning plus any of the following recognized professional qualifications: ICAN, ACA, ACCA, ACMA & CPA;
- Must possess a relevant Master's degree from recognized institution of higher learning;
- Must be a member of a relevant and recognized professional body;
- Must have acquired a minimum of twelve (12) years post qualification experience and eight (8) years' experience after the professional qualification, preferably, in the University System; at least five (5) of the relevant years of experience must have been at top leadership position in a recognized University;
- Must have served as Deputy Bursar for at least three (3) years;
- Evidence of continuous mandatory professional development
- Must have clean and impeccable records of service and demonstrate evidence of professional competence with high degree of accountability, transparency and probity;
- must have proven professional distinction, managerial ability, integrity and transparency in private and public life, who

should be able to advise and support for all or the institution's financial transactions.

- Proficient in Information and Communication Technology (ICT) packages and capacity; and
- Must not be above the age of 58 years at the time of taking up the appointment.

### (5) TERMS AND CONDITIONS OF SERVICE

The Bursar shall hold office for a single term of five (5) years only on such terms and conditions as may be specified in the letter of appointment. The remuneration is very attractive and comparable to what is applicable in most Nigerian Universities. Other conditions of service and fringe benefits are as may be determined by the Governing Council from time to time.

### (6) METHOD OF APPLICATION

Interested candidates are requested to forward soft copy of a detailed application and scanned copy of certificates and relevant credentials as well as full Curriculum Vitae including:

- Full Names
- Date and Place of Birth
- Permanent Home Address
- Current Postal Address
- e-mail address & Telephone number(s)
- Nationality
- State of Origin and Local Government
- Marital Status
- Number and Ages of Children
- Educational Institutions Attended with Dates
- Academic Qualifications with Dates
- Professional Qualification with Dates and Awarding Bodies
- Detailed working experience, previous Employers and Post held with Dates
- Other activities outside current Employment
- Present Employer, Post and Salary indicating detailed schedule of work.
- Names and Addresses of three (3) Referees, one of whom should be related to his/her discipline and place of work.
- Date of availability, if appointed
- A statement of the candidate's vision and mission for the University Bursary and University in the next five (5) years and beyond (minimum of 750 and maximum of 1,000 words)

### (7) CLOSING DATE

All applications should be forwarded to the Registrar's email address via [registrar@alhikmah.edu.ng](mailto:registrar@alhikmah.edu.ng) not later than six weeks from the date of this advert.

Candidates should request their referees to forward a Confidential Report on the candidate's character, academic and managerial abilities to the Registrar's email address via [registrar@alhikmah.edu.ng](mailto:registrar@alhikmah.edu.ng) not later than six weeks from the date of this advert.

Only shortlisted candidates will be invited for interview.

Signed:

**Dr. K.A. Oladimeji**

Registrar and Secretary to Council