



# Central International University(CIU) (Formerly, Central Hamburg University-CHU)

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Registration Numbers  
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## Duties & Responsibilities

### The Bursar and Deputy Bursar Central International University(CIU)

Region Of Operation  
Zambia & Africa

Currently Serving  
Mr. Lawrence Kaila, Bursar  
Ms. Charity Muponda, Acting Deputy Bursar

Updated: At CIU Germany HQ, 08.07.2023

# **Duties & Responsibilities**

The Bursar and the Deputy shall confine their functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

## **(A) The Bursar of Central International University**

### 1. Financial management and planning:

The Bursar is responsible for the overall financial management and planning of CIU. They oversee budgeting, financial forecasting, and resource allocation to ensure the university's financial stability and sustainability.

Execution: The Bursar collaborates with various departments and stakeholders to develop and monitor the university's budget. They analyze financial data, identify areas of improvement, and make strategic financial decisions to support the university's mission and goals.

### 2. Manage financial operations:

The Bursar manages the day-to-day financial operations of CIU, including accounts receivable, accounts payable, payroll, and procurement. They ensure accurate and timely processing of financial transactions and adherence to financial policies and regulations.

Execution: The Bursar establishes and maintains financial systems, processes, and controls to efficiently manage financial transactions. They oversee the work of finance staff, ensure compliance with accounting standards, and implement appropriate financial software or tools to streamline operations.

### 3. Cash flow management:

The Bursar is responsible for managing the university's cash flow, ensuring sufficient funds are available for operational needs, investments, and future growth.

Execution: The Bursar monitors cash flow projections, tracks revenue and expenses, and develops strategies to optimize cash flow. They work closely with other departments, such as admissions and student affairs, to project enrollment and revenue streams accurately.

### 4. Financial reporting and analysis:

The Bursar prepares and presents financial reports to key stakeholders, including the university administration, board of directors, and external auditors. They analyze financial data, interpret trends, and provide insights for decision-making.

Execution: The Bursar ensures accurate and timely financial reporting, including income statements, balance sheets, and cash flow statements. They utilize financial analysis tools, such as ratio analysis and benchmarking, to evaluate the financial performance of the university and identify areas for improvement.

#### 5. Compliance and risk management:

The Bursar ensures compliance with financial regulations, tax laws, and internal policies. They manage financial risks and implement internal controls to safeguard university assets.

Execution: The Bursar stays updated on financial regulations and compliance requirements, ensuring the university's financial practices align with legal and ethical standards. They collaborate with internal and external auditors, oversee internal audits, and implement risk management strategies to mitigate financial risks.

#### 6. Financial planning for capital projects:

The Bursar plays a key role in financial planning for capital projects, such as infrastructure development, campus expansions, or technology upgrades. They assess funding options, conduct cost-benefit analysis, and provide financial projections for decision-making.

Execution: The Bursar collaborates with the university administration and relevant departments to assess the financial feasibility of capital projects. They identify potential funding sources, explore partnerships, and prepare financial projections and business cases to support investment decisions.

#### 7. Tuition and fee management:

The Bursar manages the tuition and fee structure of CIU, ensuring transparency, accuracy, and fairness in the billing and collection process.

Execution: The Bursar establishes and maintains tuition and fee policies, communicates billing information to students and families, and oversees the collection process. They work closely with the admissions office and student affairs to ensure efficient enrollment and fee payment processes.

#### 8. Investment management:

The Bursar oversees the management of CIU's investment portfolio, ensuring prudent investment strategies and maximizing returns while managing risk.

Execution: The Bursar collaborates with investment advisors or financial institutions to develop investment policies, assess investment opportunities, and monitor portfolio performance. They balance risk and return objectives, comply with legal and ethical investment practices, and provide regular reports to the university administration and board of directors.

9. Financial aid administration:

The Bursar oversees the administration of financial aid programs, including scholarships, grants, and loans. They ensure fair and equitable distribution of financial aid and compliance with regulations.

Execution: The Bursar works closely with the financial aid office to establish and implement policies and procedures for financial aid administration. They collaborate with external agencies, monitor compliance with funding requirements, and communicate with students and families regarding financial aid awards and obligations.

10. Strategic financial planning:

The Bursar contributes to strategic planning initiatives by providing financial analysis, insights, and recommendations. They participate in university-wide decision-making processes and provide financial expertise to support the achievement of CIU's strategic objectives.

Execution: The Bursar collaborates with the university administration and relevant stakeholders to align financial plans with strategic goals. They provide financial projections, scenario analysis, and cost-benefit assessments to inform decision-making and resource allocation.

**(B) The Deputy Bursar of Central International University**

1. Assist the Bursar in financial management:

The Deputy Bursar supports the Bursar in financial management activities, including budgeting, financial planning, and cash flow management.

Execution: The Deputy Bursar works closely with the Bursar to develop budgets, monitor financial performance, and analyze financial data. They provide assistance in forecasting revenue and expenses, preparing financial reports, and implementing financial controls.

2. Oversee financial operations:

The Deputy Bursar assists in overseeing the day-to-day financial operations of CIU, ensuring efficient and accurate processing of financial transactions.

Execution: The Deputy Bursar manages specific financial operations, such as accounts receivable or accounts payable, under the guidance of the Bursar. They ensure compliance with financial policies and procedures, review financial documents, and collaborate with finance staff to address any issues or discrepancies.

### 3. Financial reporting and analysis:

The Deputy Bursar supports the Bursar in preparing financial reports and conducting financial analysis to provide insights for decision-making.

Execution: The Deputy Bursar assists in generating financial reports, conducting financial analysis, and preparing presentations for stakeholders. They may contribute to financial forecasting, variance analysis, and trend identification to support financial planning and resource allocation.

### 4. Assist in compliance and risk management:

The Deputy Bursar helps ensure compliance with financial regulations, internal policies, and risk management strategies.

Execution: The Deputy Bursar assists in maintaining financial controls, monitoring compliance with regulations, and implementing risk management practices. They contribute to internal audits, participate in compliance reviews, and support the development and implementation of internal control measures.

### 5. Collaborate with other departments:

The Deputy Bursar collaborates with other departments, such as admissions, student affairs, and academic departments, to support financial operations and achieve organizational goals.

Execution: The Deputy Bursar maintains effective communication channels with other departments, assisting in resolving financial issues, addressing inquiries, and providing financial guidance. They coordinate with departments to ensure accurate financial data, budget alignment, and timely financial transactions.

### 6. Assist in tuition and fee management:

The Deputy Bursar supports the Bursar in managing the tuition and fee structure, billing process, and fee collection.

Execution: The Deputy Bursar assists in implementing tuition and fee policies, reviewing billing statements, and supporting the fee collection process. They work collaboratively with the admissions office, student affairs, and finance staff to address student inquiries, resolve payment-related issues, and ensure accurate financial records.

### 7. Provide support in financial aid administration:

The Deputy Bursar assists in the administration of financial aid programs, including the processing of applications, disbursement of funds, and compliance with regulations.

Execution: The Deputy Bursar works alongside the financial aid office to review financial aid applications, verify eligibility, and facilitate the disbursement of funds. They assist in monitoring compliance with financial aid regulations, communicating with students and families, and maintaining accurate financial aid records.

8. Support strategic financial planning:

The Deputy Bursar provides support to the Bursar in strategic financial planning activities, including financial projections, analysis, and decision support.

Execution: The Deputy Bursar assists in conducting financial analysis, gathering relevant data, and contributing to the preparation of financial projections and reports. They collaborate with the Bursar and other stakeholders to provide financial insights and recommendations for strategic planning initiatives.

9. Continuity in the absence of the Bursar:

The Deputy Bursar ensures continuity of financial operations and acts as a point of contact in the absence of the Bursar.

Execution: The Deputy Bursar is prepared to assume responsibilities and make informed decisions in the absence of the Bursar. They maintain open communication with finance staff, address urgent financial matters, and ensure the smooth functioning of financial operations during the Bursar's absence.

10. Stay updated on financial practices and regulations:

The Deputy Bursar stays informed about financial practices, regulations, and best practices in financial management to contribute to continuous improvement.

Execution: The Deputy Bursar actively engages in professional development activities, attends relevant seminars or conferences, and keeps abreast of changes in financial regulations and accounting standards. They share knowledge with the finance team, implement improvements based on industry best practices, and contribute to the enhancement of financial processes and practices at CIU.