NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

<table>
<thead>
<tr>
<th>Position title</th>
<th>FINANCE ADMINISTRATIVE OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td>FINANCE ADMINISTRATIVE OFFICER</td>
</tr>
<tr>
<td>Job grade (if known)</td>
<td>PC08</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>COMMERCE</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>SCHOOL OF ECONOMICS</td>
</tr>
<tr>
<td>Division / section</td>
<td>DEVELOPMENT POLICY RESEARCH UNIT</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>15 August 2016</td>
</tr>
</tbody>
</table>

ORGANOGRAM

The purpose of this position is to manage DPRU's general financial, operational (HR), and administrative processes. The incumbent is also responsible for providing financial and contractual research support to Principal Investigators (PI's) of projects, through the entire research grant process, from proposal development to final reporting. The position also involves an oversight role with regards to the implementation of the University's policies and procedures to the Unit.
<table>
<thead>
<tr>
<th>Key performance areas (4 – 6)</th>
<th>% of time spent</th>
<th>Activities / Objectives / Tasks</th>
<th>Results / Outcomes</th>
</tr>
</thead>
</table>
| RESEARCH SUPPORT AND CONTRACTS ADMINISTRATION | 20% | • Meeting with Unit Management on the discussion around new proposals and projects.  
• Coordinate the process of applications for bids and tenders  
• Facilitate the process of new research projects by consulting with RCIPS, Commerce Finance and Unit Management and ensuring that the relevant documents are received, completed and signed timeously between funders and the University  
• Keep Unit staff aware of the contractual obligations for each research project.  
• Monitor the status of Unit's projects  
• Act as a central resource for record keeping of all project contracts | • To ensure consistency and knowledge sharing by means of monthly meetings  
• Provide efficient and timeous delivery of documents for submission  
• Timeous drafting, signing and conclusion of contracts with funders and the Contracts office ensures that the project commences on time and the funder/institute relationship is sustained  
• IRMA access is required to synchronise contractual obligations with the contracts office in terms of deliverables and reporting on projects  
• Hard copies of all project contracts is maintained for ease of reference |
| PROJECT CO-ORDINATION | 30% | • Liaising with relevant stakeholders on contractual issues  
• Ensure that proposals received are reviewed and approved before an agreement can be produced for a new outgoing project  
• Facilitate the process of subcontracting both internal and external contractors  
• Prepare and check timesheets of staff and service providers, where required  
• Communicate UCT financial policies and procedures with regards to payments to contractors in terms of required documentation required to expedite payment  
• Report and monitor expenses and interest accrued on projects to funders  
• Assist with the coordination of meetings for projects and sponsors  
• Attend programme meetings  
• Procurement and purchasing for all projects, including subcontractors  
• Assist the Project Manager with projects  
• Record Management of all projects | • This will ensure the relationship between the Unit and external stakeholders are maintained in terms of payments, obligations and deliverables  
• Meeting with PI's to discuss the requirements for the budget ensures that all costs are covered  
• Checking timesheets ensures the relevant information is consistent with the budget and for auditing purposes  
• To ensure that service providers are aware of UCT’s requirements in terms of payment will ensure timeous payment for their services delivered  
• Attendance of programme meetings enables stakeholders, funders and subcontractors to communicate any matters face to face  
• Exclusive procurement and purchasing of subcontractors ensures consistency of information and payment to them  
• To provide back up support in the absence of the PM on general information regarding projects |
<table>
<thead>
<tr>
<th>Key performance areas (4 – 6) (What)</th>
<th>% of time spent</th>
<th>Activities / Objectives / Tasks (How)</th>
<th>Results / Outcomes (Why)</th>
</tr>
</thead>
</table>
| 3 FINANCIAL ADMINISTRATION AND REPORTING | 40%             | • Administer and monitor the Unit's funds and cash flow in conjunction with the Deputy Director  
• Manage the Unit's petty cash  
• Managing the procurement and purchasing for the Unit done by administrative staff  
• Invoicing and receipting income for the Unit  
• Preparing quarterly reports on funds to the Deputy Director  
• Processing disbursements to researchers, contractors and bursary holders of appropriate payments against approved budget line items  
• Liaise with Faculty Finance and Foreign Payments Department regarding contractual payments to contractors and subcontractors  
• Open dedicated funds for new research projects  
• Prepare and plan for the audit of projects (internal and external audits); prepare financial and interim reports in consultation with the Faculty Finance Manager  
• Produce draft financial statements for approval by Unit Management and Faculty Finance Manager  
• Communication with the funders and responding to auditor’s report  
• Manage timesheets and payments for projects, where required  
• Prepare budgets and cost recoveries for approval by Faculty Finance Office for proposal submission and projects  
• Staff and student bursary disbursement  
• Follow-up on project fund collection  | • Managing the Admin staff ensures that procurement and purchasing is in line with the project requirements and purchasing, including petty cash  
• Invoicing and receipting income for projects ensure that we have sufficient funds to expense  
• Providing quarterly financial reports on projects ensures that we maintain our cash flow  
• Persistent follow up with Faculty Finance will ensure smooth process of payment to contractors and subcontractors and also ensure compliance with our contractual obligations to funders  
• Opening dedicated funds for each project will provide clear reporting on projects  
• Transparent and proper record keeping will enable a smooth and seamless audit process  
• Drafting financial statements ensures that the information provided to Faculty Finance is comprehensible  
• Preparing the budgets provides understanding of the activities for the project and also the budget for expenditure  
• Maintain the image of the University as one of the institutions in the country with good accountable financial structures and administrative governance |
<table>
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</tr>
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</table>
| 4 GENERAL OFFICE MANAGEMENT         | 10%            | • Manage all administrative processes for the Unit  
• Establish and maintain all HR records  
• Conduct administrative component of all HR processes for staff i.e. appointments, terminations, leave and other queries  
• Arrange ad-hoc HR payments  
• Third Party Administration Access  
• Provide backup support for procurement and purchasing to the Admin Assistant and Senior Secretary  
• Purchasing of equipment and furniture for the Unit  
• Orientation of new staff to the Unit  
• Provide problem solving on administrative challenges | • To ensure that financial and administrative processes are adhered to  
• Mentoring and coaching the Units’ administrative staff on financial administration and related matters  
• Providing back up support for procurement, purchasing and payments allows flexibility with administrative staff and also sufficient knowledge  
• This ensures that documentation, particularly relating to staff appointments and payment, is correctly channeled in the interests of efficiency and respect for employees.  
• Through managing administrative processes, the following is attained:  
  1. Organised filing system in place  
  2. Telephone is answered within the required timelines  
  3. Timeous and accurate travel arrangements are made with appropriate fund numbers  
  4. Positive feedback and a streamlined office management |
### MINIMUM REQUIREMENTS

<table>
<thead>
<tr>
<th>Minimum qualifications</th>
<th>Minimum experience (type and years)</th>
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</thead>
</table>
| • Grade 12 or equivalent (NQF level 5 and above)  
• An appropriate one-year tertiary qualification in Bookkeeping/ Accounting | • 2 years’ experience in project budgeting, financial reporting and contract management  
• High degree of computer literacy (Microsoft Office package, Excel in particular) |

### COMPETENCIES

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Analytical thinking/problem solving</td>
<td>2</td>
<td>Individual leadership</td>
<td>2</td>
</tr>
<tr>
<td>Follow up</td>
<td>2</td>
<td>Planning and organizing/ work management</td>
<td>3</td>
</tr>
<tr>
<td>Communication, verbal and written</td>
<td>2</td>
<td>Conceptual thinking</td>
<td>2</td>
</tr>
<tr>
<td>Professional knowledge and skills</td>
<td>2</td>
<td>Results focused</td>
<td>3</td>
</tr>
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