



## NOTES

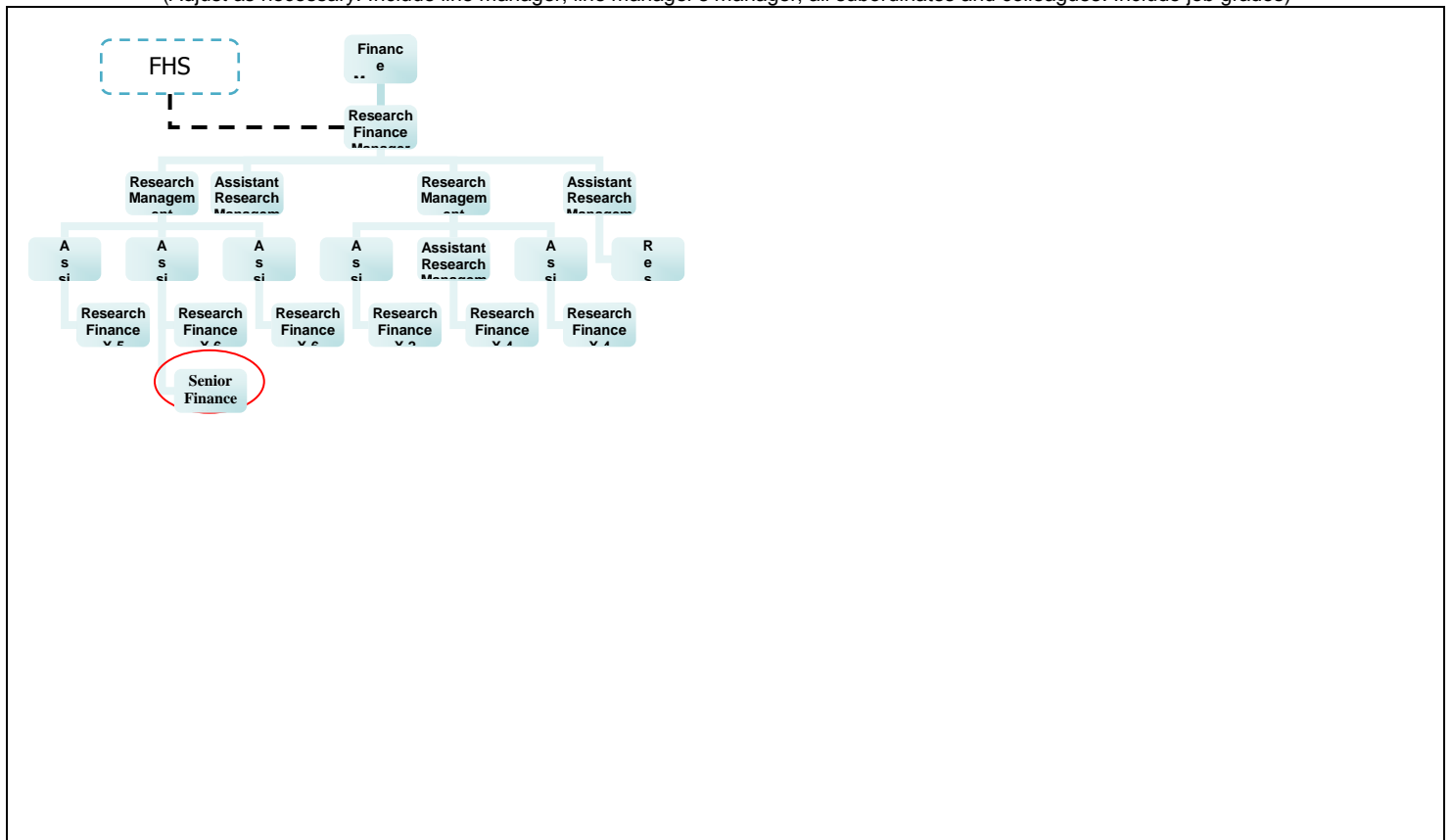
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

## POSITION DETAILS

Position title	SENIOR FINANCE OFFICER
Job title (HR Practitioner to provide)	
Job grade (if known)	PC 9
Academic faculty / PASS department	Health Sciences
Academic department / PASS unit	Faculty Finance
Division / section	Research Grants and Finance
Date of compilation	23 December 2014

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



## PURPOSE

The main purpose of the job is to provide an efficient and professional service to the centralized financial management and administration unit of the Faculty Finance, Research Grant and Finance within the Faculty of Health Sciences.

The duties of staff members in HSF have been divided into manageable workloads for each employee. However, there are no hard lines between each job description. Staff members are therefore expected to know all work processes in all finance areas and be able to assist during peak periods, at the discretion of the RFM, RMA or ARMA, when their colleagues are on leave or workloads are heavy.

This job description is not an exhaustive list of all the tasks and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same.

**JOB CONTENT**

	Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	<b>Staff Management and Training</b>	15%	<ul style="list-style-type: none"> <li>⇒ Review deadlines are adhered to.</li> <li>⇒ Schedule and conduct coaching and progress review, staff and performance evaluation meetings.</li> <li>⇒ Performance Management.</li> <li>⇒ Provide staff training.</li> <li>⇒ Foster team approach and flexibility between roles</li> </ul>	<ul style="list-style-type: none"> <li>⇒ PPS for all staff</li> <li>⇒ PDPs for all staff when necessary</li> <li>⇒ Moral Soundness</li> <li>⇒ Better/Improved integration of individuals</li> <li>⇒ Co-ordination &amp; sustainability of change management</li> <li>⇒ Better understanding &amp; tolerance of different cultures</li> </ul>
2	<b>Budgeting</b>	25%	<ul style="list-style-type: none"> <li>⇒ Provide guidance and assistance to all PIs with the development of budgets &amp; costing of proposals and giving advice on outcomes where necessary, also ensuring that they are in line with faculty and the department's cost recovery mandate and funder policies and procedures.</li> <li>⇒ Apply the Faculty cost recovery model to all budgets.</li> <li>⇒ Ensure that cost recovery items as per the approved budgets are charged accordingly to projects.</li> <li>⇒ Review budgets to be submitted to funders, ensuring costs expected to be incurred based on the scope of work are covered.</li> <li>⇒ Review contracts and payment schedules to ensure it is fair and advise PIs on cash-flow implications.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ NIPMO &amp; Cost recovery policies are adhered to</li> <li>⇒ External Funder rules are obeyed</li> <li>⇒ Sufficient cost recoveries as per Faculty guidelines</li> <li>⇒ Budgets cover expected costs</li> <li>⇒ Budgets are generated and reviewed in a timeous manner</li> </ul>
3	<b>Financial Reporting, Analysis &amp; Fund Management - Research</b>	50%	<ul style="list-style-type: none"> <li>⇒ Manage all Research and investment funds in your area.</li> <li>⇒ Prepare monthly/quarterly/annual financial reports as per external funder requirements.</li> <li>⇒ Prepare financial information and audit packs for projects requiring audits as per external funder requirements, as well as liaise with auditors on any queries</li> <li>⇒ Assist with the management of Finance Service Level Agreements (SLA) with each unit / project on financial procedures, roles and responsibilities, and what regular management reports will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Prompt and timely reporting of financial status or performance of the department</li> <li>⇒ Evaluation and interpretation of actual performance against plan and exercised budgetary control</li> <li>⇒ Report any variances against budget</li> <li>⇒ Budget is spent against planned activities.</li> <li>⇒ Expenditure is charged against a budget to avoid overspending within line items</li> <li>⇒ Funds are not in deficit</li> <li>⇒ PIs are communicated with in a way that they understand the status of their finances</li> </ul>

**Financial Reporting, Analysis & Fund Management – Research (continued)**

- ⇒ Maintain a research funds database to track spending rules, budget allocations and deliverables due
- ⇒ Maintain financial authorization procedures and limits in compliance with UCT and Faculty Finance policies.
- ⇒ Administer the opening, closing and housekeeping of funds.
- ⇒ Ensure journals, and invoice and receipt requisitions are properly prepared and checked for submission to Faculty Finance for authorization.
- ⇒ Manage the release of invoices with deliverables attached by reminding the PI of due dates (research reports and financial statements). Report status to Faculty Finance.
- ⇒ Monitor financial statement due dates to funders. Responsible for the review of financial statements to funders.
- ⇒ Assist with debt recovery where requested by Debtors or Faculty Finance.
- ⇒ Submit monthly report on deficit funds to ARMA.
- ⇒ Assist with the preparation of monthly, management reports for the various PIs, as well as other monthly reports requested by the PIs.
- ⇒ Ensure the integrity and accuracy of data.
- ⇒ Assist with ascertaining the financial performance of the department
- ⇒ Provide credible forecasting for the department.
- ⇒ Preparation of ad hoc financial statements/reports and perform ad hoc investigations as required by the client.
- ⇒ Provide accurate, timely, quality and informative reports.(Ms Excel spreadsheets)

	<b>Financial Reporting, Analysis &amp; Fund Management – Research (continued)</b>		<ul style="list-style-type: none"> <li>⇒ Analyse and interpret financial and operating results.</li> <li>⇒ Comment on variances and make recommendations to the ARMA or PI</li> <li>⇒ Ensure funds and cost centres are set up and maintained to support operations and specific reports</li> <li>⇒ Apply appropriate measures to ensure early warning signals are detected in time.</li> <li>⇒ Analyse and interpret financial and operational results</li> <li>⇒ Identify spending trends and patterns within the data</li> <li>⇒ Checking the validity and appropriateness of the expenditure</li> <li>⇒ Producing reliable &amp; accurate reports</li> <li>⇒ Control and monitor the use of departmental budget</li> <li>⇒ Maintain records of expenditure approved</li> <li>⇒ Advise appropriately on funds deficit.</li> <li>⇒ Ensure that the department complies with financial policies and procedures.</li> <li>⇒ Ensure that funds are reviewed on regular basis, eliminating those not in use and proposing name changes in some, to avoid confusion.</li> <li>⇒ Clear/Manage funds in deficit and facilitate the elimination of such deficits.</li> <li>⇒ Foster an environment where information is communicated to PIs in a friendly, cooperative manner</li> </ul>	
4	<b>General</b>	10%	<ul style="list-style-type: none"> <li>⇒ Oversee and manage petty cash reimbursement process, ensuring all claims are valid in terms of UCT and funder rules and policies.</li> <li>⇒ Ensure that all petty cash floats in your area are properly accounted for, reconciled and managed at all times.</li> <li>⇒ Delegated authority to sign off on petty cash reimbursements.</li> <li>⇒ Support to the Assistant Research Management Accountant where required.</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Fully accounted for petty cash floats</li> <li>⇒ Financial Management support</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	A tertiary level accounting qualification (BCom degree or other equivalent Accounting/Management Accounting /Costing qualification); If qualified by experience, at least 6 years' experience at the advertised level, with the same/ similar key performance areas.
Minimum experience (type and years)	At least 5 years' financial/management accounting experience in a large or medium size organizational environment

**COMPETENCIES**

Competence	Level	Competence	Level
Analytical Thinking/Problem Solving	2	Initiating Action/Initiative	2
Building Interpersonal Relationships	2	Managing Conflict	2
Building Partnerships	2	Negotiation	2
Client/Student Service and Support	2	People Management	2
Communication	2	Professional Knowledge and Skill	2
Continuous Learning	2	Resource Management	2
Decision Making/Judgement	2	Stress Tolerance	3
Facilitating Change	2	University Awareness	2
Follow Up	2	Written Communication	2
Individual Leadership	2		