



**ASSISTANT FINANCE MANAGER: DEPARTMENT OF RESEARCH AND INNOVATION**  
1 Year contract post (Payclass 10)

**Finance Department**  
**Management Accounting**

The Finance Department seeks to appoint an Assistant Finance Manager to fulfil this key role for a 1 year period on a T1 contract basis, for appointment commencing as soon as possible.

The successful candidate will assist the Finance Manager: Department Research and Innovation with accounting and monitoring functions related to planning, budgeting, financial reporting and financial administration within the department, and with providing expert financial advice and operational support to heads of departments, managers and administrators in relation to financial matters of the department. The incumbent will be required to undertake various ad-hoc projects as the need arises, and must be able to deputise for the Finance Manager when required.

**We seek a confident, self-motivated individual with strong interpersonal, communication and finance management skills, who is committed to client-service excellence. Minimum Requirements:**

- An accounting degree (BCom or equivalent) at NQF7 level and 3 years relevant experience  
**OR** a 3 year tertiary qualification in accounting/management accounting/costing at NQF6 level and 4 years relevant experience  
**OR** a minimum matric with 7 years working experience with similar/same responsibilities at the level sought for this post.
- A minimum of 3 years' experience with exposure to various aspects of finance and management accounting.
- A broad knowledge and understanding of financial and management accounting principles, with proven high level analytical and interpretive abilities.
- Proven computer literacy in the use of MS Office at an intermediate level.
- Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision.
- Attention to detail and an uncompromising attitude to meeting deadlines without sacrificing quality.
- Ability to work methodically, efficiently and meticulously.
- Excellent verbal and written communication skills coupled with sound interpersonal skills.
- An ability to interact successfully with individuals across various levels, within and external to the organisation.
- A commitment to the provision of excellent client service in a cross-cultural environment.
- Possess a high level of honesty and integrity in handling cash and finances.

**Advantageous:**

- ERP systems experience. SAP (CO and / or FI modules) exposure.
- Government Agency Funding rules regarding financial matters, especially NRF (National Research Foundation).
- Relevant experience at UCT or another higher education institution.
- Staff management/supervisory experience.

**Responsibilities:**

- Financial planning and budgeting.
- Financial analysis, evaluation and periodic reporting.
- Financial administration, financial control and risk management.
- Ensuring compliance with Funder and UCT financial management rules.
- Create and maintain partnerships with and provide professional financial advisory services to key stakeholders.
- PostGraduate Funding financial administration and reporting.
- Transactional and administrative monitoring.

The annual cost of employment, including benefits is between **R259 653 and R494 154**.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Jayne Alexander at [jayne.alexander@uct.ac.za](mailto:jayne.alexander@uct.ac.za):

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter/letter of motivation (1 page), and
- Curriculum Vitae (CV); a maximum five-page CV (no certificates)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

**Telephone:** 021 650-5440

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E71223

**Closing date:** 22 January 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.