

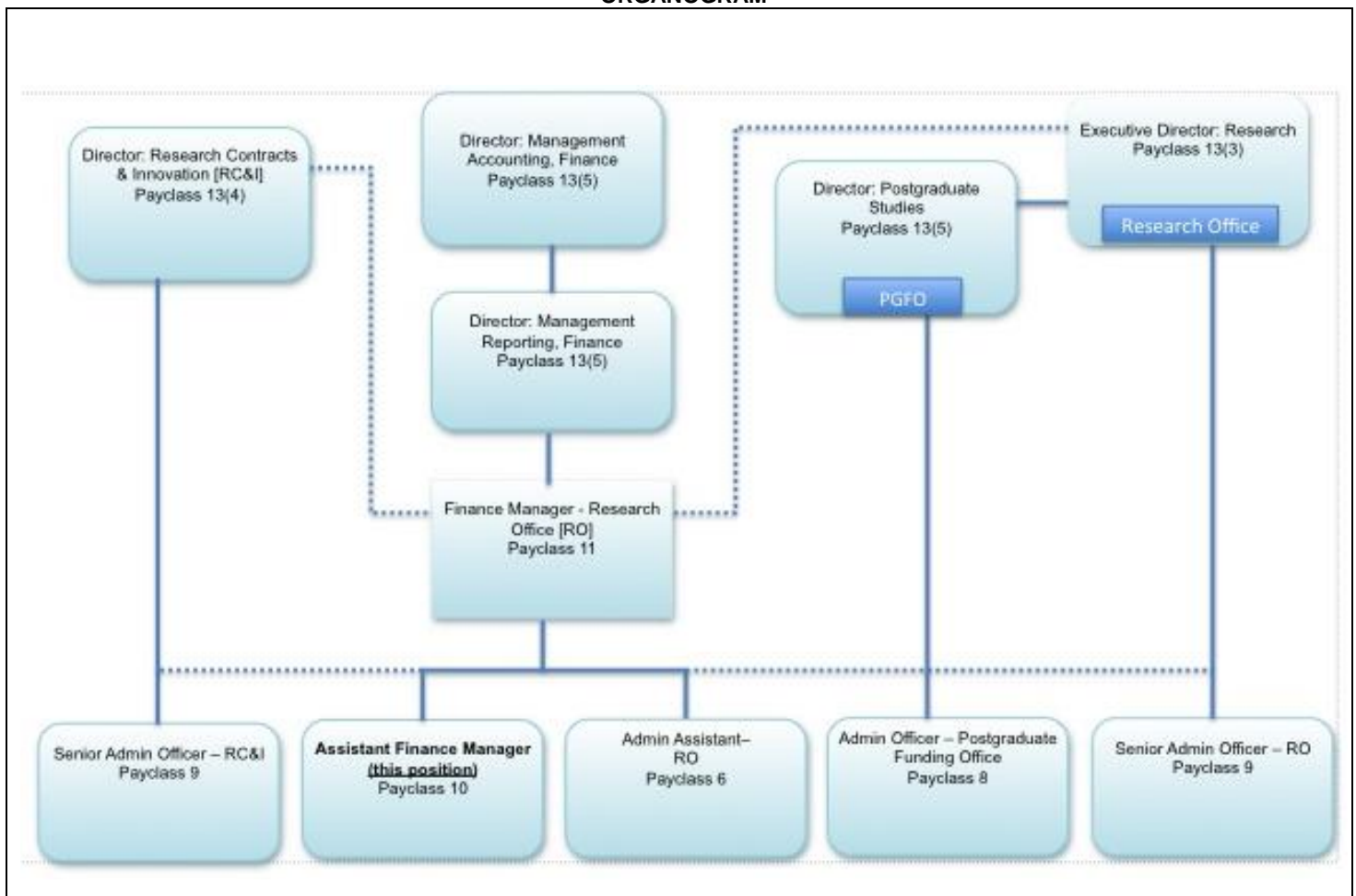
**NOTES**

- 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 position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Assistant Finance Manager (AFM)		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	New post
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Finance		
Division / section	Department of Research and Innovation		
Date of compilation	3 October 2017		

**ORGANOGRAM**



**PURPOSE**

To provide appropriate support to the Finance Manager and staff within the Research Office on financial and operational matters.

The main purpose of this position is to assist the Finance Manager (FM) with accounting functions (planning, budgeting, controlling and monitoring) and to provide an administrative support service to the finance manager in relation to financial processes and practices coordinated within the Department of Research and Innovation.



**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
<b>1</b>	Planning and budgeting	20%	<ul style="list-style-type: none"> <li>Assist FM with the preparation, consolidation and review of plans and budgets for all supported units. (Operational, Capex and Projects)</li> <li>Assist FM with the preparation and review of annual budgets as well as financial reports.</li> <li>Evaluate staff planning and budget information, produced by the HR Department for annual budgeting purposes, for accuracy.</li> <li>Provide assistance to staff regarding general budgeting and financial reporting needs.</li> </ul>	<ul style="list-style-type: none"> <li>Financial plans are submitted on time and standards are met.</li> <li>Budget and planning information is consistent, appropriate and complete.</li> <li>Positive client feedback</li> </ul>
<b>2</b>	Financial analysis, evaluation and reporting.	30%	<ul style="list-style-type: none"> <li>Assist FM with the preparation of periodic (monthly, quarterly and annual) management accounting reports and project reports.</li> <li>Obtain input and commentary on performance, progress and reasons for variances, where relevant.</li> <li>Ensure that reconciliations and controls are performed.</li> <li>Ensure that outstanding purchase orders are followed up.</li> <li>Identify and report on financial irregularities and potential problems to the FM.</li> <li>Preparation of ad hoc financial statements/reports on externally-funded activities and perform ad hoc investigations as required by the client.</li> </ul>	<ul style="list-style-type: none"> <li>Management accounting reporting deadlines and standards are met</li> <li>All transactions processed within the Accounts Department comply with UCT's financial policies and regulations</li> <li>Effective financial control systems are in place</li> <li>Reconciliations are performed</li> <li>Financial irregularities and problems are reported timeously</li> </ul>

3	Financial administration, control and risk management	20%	<ul style="list-style-type: none"> <li>• Ensure that funds and cost centres are set up and maintained to support the units' operations and specific requirements.</li> <li>• Create, implement and monitor processes and procedures around the creation of monthly forecasts.</li> <li>• Implement corporate governance procedures, risk management and internal controls.</li> <li>• Advise staff on all aspects of financial policy and control.</li> <li>• Ensure that proper financial systems and controls are in place to manage payments to staff /suppliers/vendors.</li> <li>• Monitor spending and effectiveness of financial control.</li> <li>• Perform investigations regarding effectiveness and/or efficiencies within the Department and report these to the FM.</li> <li>• Ensure that the department complies with all financial policies and procedures and that the system of internal control is applied.</li> <li>• Ensure integrity and accuracy of financial systems and processes.</li> <li>• Identify potential risk areas and make recommendations.</li> <li>• Monitor and facilitate desired outcomes of Purchasing KPIs.</li> <li>• Facilitate desired outcomes and advise appropriately on funds deficit and uncleared advances.</li> <li>• Facilitate departmental Fixed Asset counts and required reporting.</li> <li>• Assist in the safeguarding of assets by carrying out asset inventory counts as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to financial policy, processes and procedures</li> <li>• Internal control systems are established, including a KPI dashboard for management and reporting purposes.</li> <li>• Corporate governance procedures in place.</li> <li>• Professional advice provided.</li> <li>• Effectiveness and efficiency proposals/improvement plans.</li> <li>• Proper systems and controls in place to ensure effective and efficient fiscal discipline.</li> <li>• Funds are not in deficit, advances are cleared and outstanding GR's are actioned.</li> <li>• Accurate and current asset lists per department/unit are maintained.</li> </ul>
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4	PostGraduate Funding Specific responsibilities	20%	<ul style="list-style-type: none"> <li>• Monitoring of the Office's Operational Fund, assessing all expenditure against the fund.</li> <li>• Providing the FM and Director with accurate scholarships schedules, by funding category reflecting income, expenditure and balances available.</li> <li>• Preparation and provision of reports on available funds from GOB, donated and invested sources prior to selection meetings.</li> <li>• Submission of ad-hoc financial reports, both SAP and PeopleSoft, to the Director, Managers and FM throughout the year.</li> <li>• Preparation and submission of budget requests for National Research Foundation (NRF) Grant Holder bursaries to Central Research Finance Office.</li> <li>• Following up on outstanding journals for transferal of funds from the academic departments.</li> <li>• Checking that funds are available for Departmental, NRF Grant Holder and Pdoc awards before payment.</li> <li>• Management of payments to other institutions for NRF Grant Holder bursaries.</li> <li>• Checking student fee accounts before refunds and allowances are given.</li> <li>• Checking international refund queries with the Fees Office and IAPO.</li> <li>• Checking student fee accounts for other sources of funding and fee account balances before sending allowance requests to the NRF and Departmental Awards Manager for final approval of cash advance payments to students.</li> <li>• Preparation of invoices for external partner payments to UCT and receipting of donor funds.</li> <li>• Regular reconciliation of funds and, together with the Director, assessment of funds for capitalization.</li> <li>• Management of investment funds for distribution of interest income or capitalization of funds.</li> <li>• Checking of timesheets of temporary staff and payment to employment agencies based on these timesheets.</li> <li>• Coordination and presentation of bi annual workshops for training of academic departmental administrators.</li> </ul>	<ul style="list-style-type: none"> <li>• Fund disbursements are accurately transferred.</li> <li>• Funds are not in deficit.</li> <li>• Keeping up to date with the latest finance policies.</li> <li>• Keep up to date with admin staff dealing with Bursaries.</li> <li>• Accurate and timeous information is provided to departments and auditors.</li> </ul>
5	Transactional monitoring	10%	<ul style="list-style-type: none"> <li>• Follow up on all audit queries and provide feedback thereon.</li> <li>• Follow up on the audit findings to ensure they do not recur.</li> <li>• Perform any additional tasks and duties as assigned by the FM as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Timeous responses to audit queries.</li> <li>• Projects are successfully completed and mainstreamed where applicable.</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	<ul style="list-style-type: none"> <li>An accounting degree (BCom or equivalent) at NQF7 level and 3 years relevant experience</li> </ul> <p><b>OR</b> a 3 year tertiary qualification in accounting/management accounting/costing at NQF6 level and 4 years relevant experience</p> <p><b>OR</b> a minimum matric with 7 years working experience with similar/same responsibilities at the level sought for this post.</p>					
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>A minimum of 3 years' experience with exposure to various aspects of finance and management accounting.</li> </ul>					
Skills	<ul style="list-style-type: none"> <li>A broad knowledge and understanding of financial and management accounting principles, with proven high level analytical and interpretive abilities.</li> <li>Proven computer literacy in the use of MS Office at an intermediate level.</li> <li>Ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision.</li> <li>Attention to detail and an uncompromising attitude to meeting deadlines without sacrificing quality.</li> <li>Ability to work methodically, efficiently and meticulously.</li> <li>Excellent verbal and written communication skills coupled with sound interpersonal skills.</li> <li>An ability to interact successfully with individuals across various levels, within and external to the organisation.</li> <li>A commitment to the provision of excellent client service in a cross-cultural environment.</li> </ul>					
Knowledge	<ul style="list-style-type: none"> <li>ERP systems experience. SAP (CO and /or FI modules) exposure would be advantageous.</li> <li>Government Agency Funding rules regarding financial matters, especially NRF (National Research Foundation).</li> </ul>					
Professional registration or license requirements						
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> <li>Commitment towards maintaining confidentiality as required by this position.</li> <li>Be professional and deliver high quality work.</li> <li>Be a team player.</li> <li>Possess a high level of honesty and integrity in handling cash and finances.</li> </ul>					
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence		Level
	Analytical thinking / Problem solving		2	Individual Leadership		2
	Building partnerships		2	Professional knowledge and skill		2
	Communication		2	Resource & People management		2
	Client service and support		2	Stress tolerance		2
	Information management		2	University awareness		2
	Stress tolerance		2	Planning and organizing / work management		2
	Attention to detail		2	Decision-making/ Judgement		2
Results focus		2	Interpersonal Relationships		2	

**SCOPE OF RESPONSIBILITY**

Functions responsible for	Refer KPA section
Amount and kind of supervision received	Limited as the incumbent is expected to operate at an independent level.
Amount and kind of supervision exercised	

Decisions which can be made	Limited to own job after having consulted with and having sought approval from the Finance Manager.
Decisions which must be referred	Any escalated queries which cannot be resolved and which requires management's approval.

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Clients (grant holders) and strategic partners such as other Finance units, HR and Central Research Finance.
External to UCT	Funders (e.g. NRF, MRC), Other universities, Auditors.