

**NOTES**

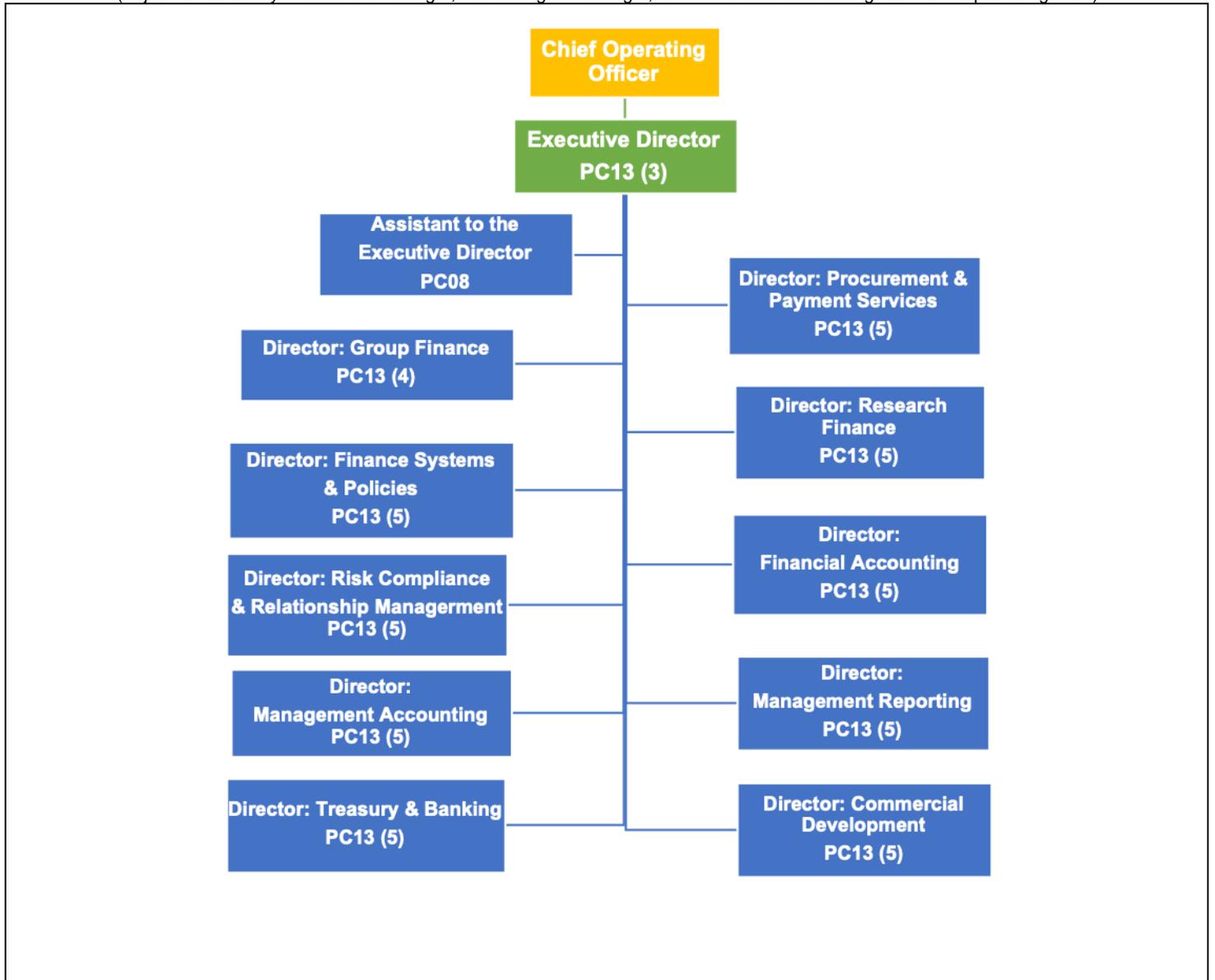
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Executive Director: Finance		
Job title (HR Practitioner to provide)	Executive Director		
Position grade (if known)	PC13 (3)	Date last graded (if known)	2014
Academic faculty / PASS department	Finance		
Academic department / PASS unit			
Division / section			
Date of compilation	August 2014 (updated October 2020)		

**ORGANOGRAM**

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



## PURPOSE

The main purpose of this position is to ensure long-term financial sustainability in support of UCT's strategic objectives. It is expected that the Department of Finance will provide effective and efficient financial services and support for UCT's stakeholders aligned with the University's Strategic Vision 2030 and related Financial Plans. The Executive Director is responsible for establishing a sound fiscal position for the University working closely with the University Executive to strategically position UCT as internationally recognised institution.

The Executive Director: Finance is to nurture an inclusive working environment that attracts and retains suitably qualified and diverse staff.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
1	Full financial responsibility for the University and its subsidiaries		<ul style="list-style-type: none"> <li>• ensuring that the University's annual financial and fixed assets returns to central government are produced timeously and to the satisfaction of the auditors</li> <li>• managing the University's treasury function</li> <li>• advise the Joint Investment Committee in relation to the objectives and terms of reference set by the University's Council and administer investments accordingly</li> <li>• managing all accounting services leading to the accurate production of the General Ledger</li> <li>• managing of the University's financial planning and budget process resulting in the submission of a UCT budget to the UCT Council</li> <li>• Developing medium- and long-term financial planning</li> <li>• reporting to various levels of governance and management on actual performance against plan and budget</li> <li>• ensures resources are in place to address changes to tax legislation and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant reports timeously and accurately prepared, presented and made available to appropriate role-players</li> <li>• University financial processes are performed accurately and according to policy and procedure</li> <li>• Services are provided effectively</li> <li>• The University is compliant with tax legislation and practice</li> </ul>

2	Leadership and People Management		<ul style="list-style-type: none"> <li>• Design and plan staffing structures of the Finance Department to ensure that appropriate services can be delivered</li> <li>• Recruit, select and induct staff</li> <li>• Manage performance</li> <li>• Delegate responsibility and allocate work</li> <li>• Recommend remuneration</li> <li>• Manage staff training, development, coaching and mentoring</li> <li>• Manage employment relations (grievance, discipline and conflict resolution)</li> <li>• Ensure a productive climate for staff, including nurturing of, and respect for, diversity</li> <li>• Ensure compliance with HR procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• All human resource functions relating to own staff are carried out timeously and in accordance with UCT HR policy, and relevant legislation</li> <li>• Relevant documentation is correctly completed, signed off and processed</li> <li>• Relevant reports timeously prepared, presented and made available to appropriate role players</li> <li>• Updated job descriptions</li> <li>• Staff are well trained and equipped to meet the performance standard expected</li> <li>• PDP's in place for all staff and staff performance is regularly reviewed</li> <li>• Positive working relationships</li> <li>• Motivated staff</li> <li>• EE Targets are met</li> </ul>
3	Strategy development and policy		<ul style="list-style-type: none"> <li>• Developing strategy to increase university revenue through traditional, innovative and entrepreneurial channels</li> <li>• drive and review all relevant finance policy and procedures</li> <li>• Contribute to the development of relevant university wide strategies to will ensure the university's financial, social and environmental sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy is developed successfully in alignment with the University's goals</li> </ul>

4	Resource management		<ul style="list-style-type: none"> <li>• Initiating and managing projects relating to improving the efficiency and effectiveness of financial governance in its totality.</li> <li>• Manage the implementation and continuous improvement of technological and systems support</li> <li>• Managing the development and implementation of systems to enable the Finance Department to perform its functions, especially with regards to the provision of information to support planning, monitoring and control of all aspects of the University's financial resources</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are successfully led resulting in sound business decisions being made</li> <li>• new business processes and systems are developed and/or created to provide the highest quality services</li> <li>• high quality service is supplied to the University</li> <li>• Systems are implemented and developed effectively</li> </ul>
5	Stakeholder relations management and partnerships		<ul style="list-style-type: none"> <li>• Participate fully at senior level in all the relevant governance, leadership and management structures of the university relevant to and /or assigned to the position including the university Council, Senate and Executive Leadership committees</li> <li>• As a member of the senior leadership team, contribute to leading and managing the strategic direction of the University</li> <li>• Participates in national, international and tertiary education structures that address university financial sustainability and resourcing</li> </ul>	<ul style="list-style-type: none"> <li>• The University is constantly informed of strategic developments and trends in financial matters</li> <li>• The University is kept informed of relevant national developments</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	CA registered with SAICA (or with a professional CA authority recognised by SAICA)				
Minimum experience (type and years)	Experience engaging at Board level in organisations of comparable scale and complexity in the private or public sectors with a minimum of 15 years relevant experience in financial planning management and reporting, management accounting, financial accounting, fiscal management, risk management and capital development projects.				
Skills	<ul style="list-style-type: none"> <li>• Excellent strategic thinking and conceptual skills that facilitate the achievement of strategic, tactical and operational results.</li> <li>• Excellent interpersonal, communication and presentation skills.</li> <li>• Ability to relate to and work effectively with a wide range of constituencies and partners in differing circumstances and contexts.</li> <li>• Demonstrated ability to make data-driven decisions, including a solid grounding in data analysis techniques.</li> <li>• Ability to assess complex problems and develop innovative solutions that can sustain organisational change.</li> </ul>				
Knowledge	Relevant SA legislation				
Professional registration or license requirements	CA registered with SAICA or with an equivalent chartered accounting professional authority recognised by SAICA				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	a proven track record of strategic leadership and experience of managing the technical financial disciplines, people across multiple organisational units and organisational change				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence	Level
	Facilitating change		4	Communication	4
	Strategic Leadership		4	People management	4
	Building partnerships		4	Resource management	4
	Analytical thinking/problem solving		4	Client service and support	4
	Policy formulation		4		

**SCOPE OF RESPONSIBILITY**

Functions responsible for	<ul style="list-style-type: none"> <li>• Contribute to the development of the University's Strategic Plan and enable the development of the financial sustainability strategy and plans.</li> <li>• Participate fully at senior level in all the relevant governance, leadership and management structures of the university relevant to and /or assigned to the position including the university Council, Senate and Executive Leadership committees</li> <li>• Assume full operational financial responsibility for the University and its subsidiaries</li> <li>• Lead, direct and manage the Finance Department, ensuring good governance and systems functioning including digitizing the financial environment for process optimisation</li> <li>• Develop strategies to sustain and increase the University's revenue streams and lead the development of new revenue streams.</li> <li>• Develop and maintain sound stakeholder relationships with internal and external constituencies/partners.</li> </ul>
Amount and kind of supervision received	Reports to the Chief Operating Officer
Amount and kind of supervision exercised	Senior finance management team (Directorate)
Decisions which can be made	Decisions within the scope of the job
Decisions which must be referred	Decisions outside the scope of the job

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	University Council, senior leadership group, academic and PASS Heads of Departments, research leaders, and trade unions
External to UCT	Government departments, local and international funding agencies, SARS, corporate and other external partners