



University of Cape Town Lung Institute

FINANCE ADMINISTRATOR

The University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for a **FINANCE ADMINISTRATOR*** on a 12-month Fixed Term Contract.

The Lung Institute is wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for airways diseases, having performed more than 150 research projects field.

Purpose:

The main purpose of the job is to proactively provide financial administrative support to the Unit. These include support with the finances of the grants, financial planning, budgeting, reporting, preparation of drawdown requests, timesheets and keeping records of what is spent in the different budget categories.

Minimum Requirements:

- Grade 12 / Matric equivalent (with bookkeeping, accounting or mathematics as subjects)
- An Accounting or Financial Qualification Diploma would be advantageous
- Minimum of 5 years working experience in a financial administration environment
- Previous budgeting experience
- Understanding of accounting principles
- A working knowledge of Accpac is essential
- High level of computer literacy (MS Excel, MS Word, MS Outlook, Internet)

Responsibilities include (but not limited to):

- Load project and unit budget on Accpac
- Monitor the unit's budgets and expenditure
- Manage Unit's Research and Investment funds, e.g. opening and closing of funds and cost centres; journals; invoice and receipt requisitions.
- Audit on staff expenditure as required per grant
- Process proof of payments and funds claims
- Completion of all income, expenditure and journals
- Monthly timesheet processing
- Expense tracking processing
- Preparing financial Excel spreadsheets as requested
- Ensure all funds are reviewed on a regular basis and irregularities and potential problems are reported
- Liaise with creditors regarding queries
- Ensure that all billing for the required month is issued to funders and debtors
- Receive purchase order request from relevant parties and ensure that approval is obtained and signed off by the designated signatories
- Maintaining a filing system
- Assist on all finance ad-hoc assignments.

To apply, interested applicants are requested to **submit a Cover Letter indicating current salary and notice period, and an updated CV, along with supporting documents** (copy of ID and Qualification Certificates) to: uctlirecruitment@uct.ac.za

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): Finance Administrator

Closing Date: 18 January 2019

Applications will only be accepted via email. An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted. Should you not receive a response within 1 week of the closing date, please consider your application as unsuccessful.

***Please Note: This Position is not on UCT Conditions of Service.**