



# SENIOR FINANCE OFFICER

(Payclass 09)

## Faculty Finance

### FACULTY OF HEALTH SCIENCES

The Finance Department, within the Faculty of Health Sciences at UCT, invites applications from suitably qualified candidate for a Senior Finance Officer (SFO) permanent post for appointment as soon as possible.

The SFO will provide a full spectrum of financial services to Principal Investigators, and to assist the Assistant Research Management Accountants with all accounting functions related to the planning, budgeting and reporting and on-going reporting, control and maintenance of all funds.

#### Requirements:

- A tertiary level accounting qualification (BCom degree or other equivalent Accounting/Management Accounting /Costing qualification) **OR** if qualified by experience, at least 6 years' experience at the advertised level, with the same/ similar key performance areas.
- At least 5 years' financial/management accounting experience in a large or medium size organisational environment;
- A broad knowledge and understanding of financial and management accounting principles and systems;
- Staff supervision and training experience
- Ability to use initiative
- Ability to multi-task, work under pressure and to work independently and accurately with minimal supervision;
- Ability to work methodically, efficiently and meticulously.
- Computer literacy (MS Word, MS Excel and SAP R/3 at medium to advanced level is essential);
- Good communication and interpersonal skills;

#### Responsibilities:

- Supervision of staff;
- Assist Academics in the preparation of budgets in accordance with funder and UCT rules and regulations;
- Day to day funds management;
- Prepare internal and external financial reports and financial analyses;
- Assist with cost recovery and costing of projects in line with the IP Act;
- Oversee bi-weekly petty cash reimbursement process;
- Any other tasks and duties that may be appropriate to this position.

The annual remuneration package (2022), including benefits is between R439,276 and R516,796.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Tracy Moore at [recruitment05@uct.ac.za](mailto:recruitment05@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position, and
- Curriculum vitae (CV)

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 assessments.

**Telephone:** 021 650 5405

**Website:** <http://www.health.uct.ac.za>

**Reference number:** E230123

**Closing date:** 12 February 2023

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

UCT reserves the right not to appoint.