



ASSISTANT FINANCE MANAGER: IAPO (Payclass 10)

Management Accounting **Finance Department**

The Finance Department seeks to appoint a confident and assertive candidate, who can demonstrate initiative, for this responsible position, for permanent appointment effective as soon as possible.

The successful candidate will assist the Finance Manager with accounting and monitoring functions related to planning, budgeting, financial reporting, and financial administration within the International Academic Programmes Office (IAPO), and in providing expert financial advice and operational support to IAPO stakeholders including the Director IAPO and Heads of Departments in relation to the financial matters of the department.

The incumbent will also undertake ad-hoc projects as the need arises and must be able to deputise for the Finance Manager when required.

Requirements:

- An accounting degree (BCom or equivalent) at NQF7 level and 3 years' relevant work experience, OR a 3-year tertiary qualification in accounting/management accounting at NQF6 level and 4 years' relevant work experience, OR a minimum matric with 7 years' working experience with similar/same responsibilities at the level sought for this post;
- A minimum of three years post qualification experience in the field of finance in a large or medium size organisational environment, with exposure to various aspects of finance and management accounting;
- Proven experience in human resource/people management
- Intermediate to advanced proficiency in Microsoft Excel and Word;
- Relevant and position-appropriate experience on SAP (CO and FI modules) or a similar ERP system;
- Ability to take initiative, exercise judgement, solve problems, and work accurately and to deadline with minimal supervision;
- Attention to detail; proven high level analytical and interpretive abilities; report writing and an uncompromising attitude to meeting deadlines without sacrificing quality;
- Excellent organisation skills and the ability to establish priorities;
- Excellent oral and written communication skills coupled with sound interpersonal skills;
- Proven facilitation and presentation skills;
- An ability to interact successfully with individuals across various levels, within and external to the organisation;
- Ability to interact successfully with clients at all levels regarding financial matters, and to provide related advice, coaching and training;
- A commitment to the provision of excellent client service in a cross-cultural environment;
- Honesty and integrity in handling and managing finances .

The following would be advantageous:

- Knowledge of SAP
- Knowledge of Academic Administration

Responsibilities (Key performance areas):

- Financial Planning, Budgeting, and Reporting.
- Financial Monitoring and Control.
- Financial Administration.
- Financial Advice and Support.
- People Management & Staff development.
- Donor Funding Reporting.
- International Fees Administration.

The annual cost of employment for 2023, including benefits is between **R 580 137** and **R 682 513**.

To apply, please e-mail the below documents in a **single pdf file** to Ms Hlubi Ntsizi at recruitment07@uct.ac.za

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation (1 page), and
- Curriculum Vitae (CV) (max 5 pages) (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 a competency assessment.

Telephone: 021 650 3831
Reference number: E230131

Website: <https://uct.ac.za/international>
Closing date: 21 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."

UCT reserves the right not to appoint.