



# FINANCE OFFICER

(Payclass 08)

**DEPARTMENT OF ENVIRONMENTAL & GEOGRAPHICAL SCIENCE**  
**FACULTY OF SCIENCE**

We invite applications from suitably qualified and experienced persons for this permanent position, reporting directly to the Head of Department. The main purpose of this job is to take overall responsibility for financial and finance-related administrative procedures in the department including its research activities.

## Requirements include:

- Grade 12, plus degree or diploma in accounting/bookkeeping or equivalent plus a minimum of four years' relevant experience, OR, if qualified by experience, a minimum of seven years relevant experience at the required level
- Proven experience of budgeting, financial management and reporting
- Advanced computer literacy especially in MS Office, including Excel, and good data management skills.
- Ability to work independently, efficiently and accurately.
- Well-developed financial skills with some exposure to aspects of financial accounting (includes analytical skills, problem solving and budgeting)
- Proven analytical skills with broad knowledge of financial management accounting principles.
- Good interpretive and reporting skills
- Ability to communicate and interact successfully with all clients, at all levels, in a professional manner.
- Ability to exercise judgement, solve problems and meet deadlines with minimal supervision.

## Advantages:

- Experience with NRF and other research funding agency systems and processes
- Experience at UCT or another tertiary educational institution
- Experience with SAP or any other ERP systems

## Responsibilities include:

- Planning, preparing, reviewing and processing of departmental and research budgets and contracts, as well as other projects.
- Financial administration and management including regular review of SAP reports. u
- Preparation, analysis and interpretation of a variety of financial reports
- Being responsible for financial controls and financial management across the department
- Ensure adherence to financial systems and processes related to University and external funder policies and procedures
- Ensure salaries for assigned contract research staff, bursaries for postdoctoral fellows and postgraduate students, and *ad hoc* payments are processed efficiently.
- Maintain effective communication and ensure smooth integration with Science faculty and UCT financial and administrative processes
- Maintain effective communication with external (funders) and internal (researchers) clients, handling queries and ensuring follow up

The annual cost of employment, including benefits, is between R 393 399 to R 462 822.

**To apply**, please e-mail the below documents in a **single pdf file** to Mrs Sharon Adams at [sharon.adams@uct.ac.za](mailto:sharon.adams@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the job title is 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 test.

**Reference number:** E23324

**Closing date:** 06 April 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.