



# FINANCE OFFICER

Payclass 08

## Development Policy Research Unit Faculty of Commerce

If you have experience in financial administration and reporting, the Development Policy Research Unit (DPRU) invites you to apply for this key position within its administrative team. The Finance Officer is responsible for financial and other administration related to the DPRU's various research projects and requires close interactions with the DPRU's external stakeholders, as well as with stakeholders within the UCT community.

The DPRU specialises in socio-economic research with a focus on labour market issues, poverty and inequality. Our research clients include government departments, local and international donors, and international agencies.

### Requirements:

- NQF level 6 qualification in Accounting or Management Accounting;
- At least three years' work experience involving financial reporting, budget preparation, and financial administration;
- High degree of computer literacy, including MS Office and, in particular, advanced Excel skills;
- Excellent numeracy and accounting skills;
- Good written and verbal communication skills;
- Proactive, able to take initiative and to find solutions to problems;
- Highly organised and meticulous, with a strong emphasis on attention to detail;
- Time management skills and ability to balance multiple and competing demands;
- Excellent interpersonal skills and the ability to forge strong working relationships with stakeholders both within and outside the University;
- Ability to work independently and within a team; and
- High level of honesty and integrity to handle finances.

*The following skills and experience are considered to be advantageous:*

- Knowledge of SAP Fund reporting or any other ERP system; and
- Experience in a research unit within a university environment.

### Responsibilities include:

- Financial administration relating to all the Unit's activities (including invoicing and receipting income, procurement and purchasing, and processing disbursements)
- Preparation of budgets, and financial reporting to funders and coordination of external audits
- Preparation of financial reports for internal use
- Liaison with both external stakeholders (including funders) and internal UCT service departments (e.g. Commerce Finance, Research Contracts and Intellectual Property Services, Human Resources, etc.)
- Administration related to all incoming and outgoing contracts
- General office administration.

Full detail on all job responsibilities is to be found in the attached job description. The annual cost of employment for this permanent position, including benefits, is between R393 399 and R462 822.

**To apply**, please e-mail the documents listed below in a **single pdf file** to [financeofficerdpru@vula.uct.ac.za](mailto:financeofficerdpru@vula.uct.ac.za)

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

No certificates required. 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. Shortlisted candidates will be required to do a competency test.

**Telephone:** +27 21 650 5705  
**Reference number:** E23416

**Website:** [www.dpru.uct.ac.za](http://www.dpru.uct.ac.za)  
**Closing date:** 23 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 including candidates with disabilities.*

UCT reserves the right not to appoint.