# FINANCE OFFICER
(Payclass 08)

## FACULTY FINANCE OFFICE
## FACULTY OF SCIENCE

We are looking for a suitably qualified person to fill the above position for appointment as soon as possible.

The appointee will be a key member of the Science Faculty Office Finance Team, which provides a professional financial administrative support service to the Faculty Executive, Departments and Research Units.

**Requirements:**
- A 3-year tertiary qualification with accounting at NQF6 level and 3 years' relevant work experience, **OR** Matric and 6 years' directly relevant work experience;
- Knowledge and understanding of financial and management accounting principles;
- Proven computer literacy in the use of MS Office;
- Ability to take initiative, exercise judgement, solve problems, and work accurately and to deadline with minimal supervision;
- A team player with the ability to work independently when required;
- Experience on an ERP accounting system.

**Advantages:**
- UCT finance experience in administration and management of funds;
- A working knowledge of SAP

**Responsibilities:**
- Providing a range of financial administration (performing financial reviews, assisting with financial reports, reconciliations and preparing schedules of financial data) and support services, including reviewing and approving journal entries and other documentation for processing;
- Assisting in the preparation of financial reports for external funders and a range of internal clients, and taking appropriate follow up action to complete tasks;
- Assisting in completion of project costing templates and providing feedback to researchers;
- Monitoring and controlling accounting transactions across a variety of accounting entities;
- Providing financial advice, training and support to a variety of Faculty clients;
- Filing and archiving of hard copy and electronic data;
- Other tasks and responsibilities as required.

The annual cost of employment, including benefits, is between R393 399 and R462 822.

**To apply**, please e-mail the documents below in a **single pdf file** to Mr Shaahid Champion at Shaahid.champion@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc
- A letter of motivation, and
- Curriculum Vitae (CV) clearly listing the subjects completed as part of any formal qualifications.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be required to undergo a competency test.

| **Telephone:** | 021 650 4514 | **Website:** | www.science.uct.ac.za |
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| **Reference number:** | E23622 | **Closing date:** | 07 July 2023 |