



# University of Cape Town Lung Institute

## FINANCE ADMINISTRATOR

The University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)), requires applications for an experienced **FINANCE ADMINISTRATOR\*** on a **Fixed Term Contract**.

### Purpose:

The main purpose of the job is to proactively provide financial administrative support to the Unit. These include support with the finances of the grants, financial planning, budgeting, reporting, preparation of drawdown requests, timesheets and keeping records of what is spent in the different budget categories.

### Minimum Requirements:

- Grade 12 / Matric equivalent (with bookkeeping, accounting or mathematics as subjects)
- An Accounting or Financial Qualification from a Tertiary Institution
- Minimum of 3 years working experience in a financial administration environment
- Understanding of accounting principles
- Previous budgeting experience
- Understanding of and experience with forex
- A working knowledge of Accpac is advantageous
- High level of computer literacy (MS Excel, MS Word, MS Outlook, Internet)
- Excellent communication and interpersonal skills
- Detail-orientated, with strong organizational skills
- Proactive and able to work in a fast-paced, deadline-driven environment
- Analytical and effective problem-solving skills

### Responsibilities include (but not limited to):

- Management of Unit's funds and reporting
- Run and analyse monthly internal management reports
- Assisting in collecting budget data for preparing Budget Proposals for Research Projects
- Prepare monthly/quarterly/annual financial reports as per external funder requirements when required
- Monitor the unit's budgets and expenditure
- Ensure all funds are reviewed on a regular basis and irregularities and potential problems are reported
- Assist with budget compiling for external grant applications
- Expense tracking processing
- Timesheets monthly processing
- Receive purchase order request from relevant parties and ensure that approval is obtained
- Communicate with all vendors regarding outstanding deliveries and payment procedure
- Petty cash management for department.
- Assist on all finance ad-hoc assignments.

### Additional Information:

- 12-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday.

To apply, interested applicants are requested to submit an [application form](#), cover letter and updated CV to: [uctlirecruitment@uct.ac.za](mailto:uctlirecruitment@uct.ac.za)

**Applications will only be accepted via email.**

**Reference (in subject line):** Finance Administrator-0002

**Closing Date:** 31 July 2023

Only shortlisted candidates will be contacted. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

**\*Please Note: This Position is not on UCT Conditions of Service.**