

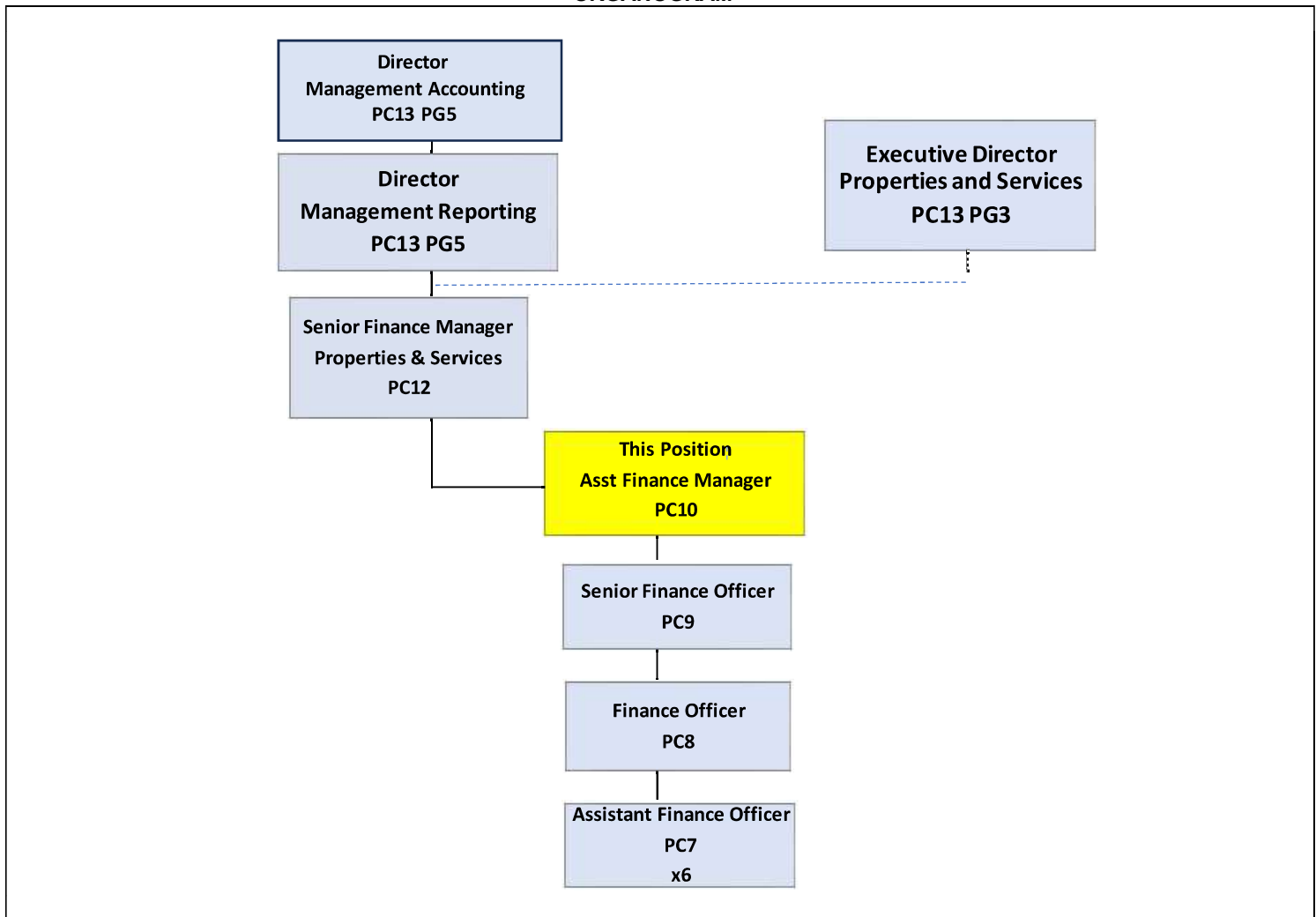
NOTES

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Assistant Finance Manager (AFM): Properties and Services (P&S)		
Job title (HR Practitioner to provide)			
Position grade (if known)	Payclass10	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Finance		
Division / section	Management Accounting		
Date of compilation	4 April 2024		

ORGANOGRAM



PURPOSE

The main purpose of this position is to assist the Finance Manager (FM) with accounting functions (planning, budgeting, controlling and monitoring) and to provide an administrative support service to the FM in relation to financial processes and practices coordinated within Properties and Services.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1 Financial planning and budgeting	20%	<ul style="list-style-type: none"> • Evaluate budgets submitted by Departments. • Assist budget holders with the preparation of budgets and, where necessary, provide training for them on the process. • Assist in the co-ordination of the planning and budgeting process <ol style="list-style-type: none"> 1. Distribute documentation and other information 2. Arrange meetings 3. Take minutes at meetings and action decisions. • Capture budget data and prepare reports, supporting schedules and reconciliations to support the annual planning and budgeting process. • Assist FM with the preparation, consolidation and review of plans and budgets for all supported units. (Operational, Capex and Projects) • Assist FM with the preparation and review of annual budgets as well as financial planning reports. • Evaluate staff planning and budget information, for accuracy and annual budgeting purposes. • Provide assistance to staff regarding general budgeting and financial reporting needs. • Allocate budget to funds. 	<ul style="list-style-type: none"> • Financial plans are submitted on time and standards are met • Budget and planning information is consistent, appropriate and complete • Positive client feedback
2 Financial analysis, evaluation and reporting	30%	<ul style="list-style-type: none"> • Prepare, review and distribute internal financial reports and analyses, interpret financial data for the purposes of financial control, monitoring results and follow up on issues (taking appropriate follow up action, inter alia: correcting journals, supporting documentation review). • Accountable for production of Capex reports for project managers. • Accountable for production of Debtors age analysis for monthly financial reporting. • Preparation of Telephone cost report. • Accountable for preparation of Vehicle management report. • Assist FM with the preparation of periodic (monthly, quarterly and annual) management accounting reports and project reports. • Obtain input and commentary on performance, progress and reasons for variances, where relevant. • Ensure that reconciliations are performed and controls in place. • Ensure that outstanding purchase orders are followed up. • Identify and report on financial irregularities and potential problems to the FM. 	<ul style="list-style-type: none"> • Management accounting reporting deadlines and standards are met • All transactions processed within the Accounts Department comply with UCT's financial policies and regulations • Effective financial control systems are in place • Reconciliations are performed • Financial irregularities and problems are reported timeously

<p>3</p>	<p>Financial administration, financial control and risk management</p>	<p>20%</p>	<ul style="list-style-type: none"> • Ensure that funds and cost centres are set up and maintained to support the units' operations and specific requirements. • Accountable for funds management – processing fund and cost object maintenance requests, maintenance of fund rules and attributes, funds clean-up process, closing of inactive funds, accuracy of fund information, taking corrective action where necessary with regards inter alia budgets, advances, bridging finance. • Accountable for correct allocation of projects. • Create, implement and monitor processes and procedures around the creation of monthly forecasts. • Undertake financial year end procedures by inter alia extracting exports, analysing and following up on queries. • Assist in implementing corporate governance procedures, risk management and internal controls. • Advise staff on financial policy and control. • Ensure that proper financial systems and controls are in place to manage payments to staff /suppliers/vendors. • Monitor spending and effectiveness of financial control. • Perform investigations regarding effectiveness and/or efficiencies within the Department and report these to the FM. • Ensure that the department complies with all financial policies and procedures and that the system of internal control is applied. • Ensure integrity and accuracy of financial systems and processes. • Assist in identifying potential risk areas and make recommendations. • Monitor and facilitate desired outcomes of Purchasing KPIs and uncleared purchasing card transactions. • Facilitate desired outcomes and advise appropriately on funds deficit and uncleared advances. • Prepare and review schedules and supporting documentation for external audit as required. • Facilitate departmental Fixed Asset counts and required reporting. • Assist in the safeguarding of assets by carrying out asset inventory counts as required. • Accountable for monthly stock take and report. • Assist with follow up on audit queries and feedback thereon. • Assist with follow up on audit findings to ensure they do not recur. 	<ul style="list-style-type: none"> • Compliance to financial policy, processes and procedures • Internal control systems are established, including a KPI dashboard for management and reporting purposes • Professional advice provided • Effectiveness and efficiency proposals/improvement plans • Proper systems and controls in place to ensure effective and efficient fiscal discipline. • Funds are not in deficit, advances are cleared, and outstanding GR's are actioned, purchasing KPIs are monitored • Accurate and current asset lists per department/unit are maintained • Timeous responses to audit queries
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4	<p>People Management and Leadership, Staff Development and Transformation (functional, influential, and facilitative)</p>	15%	<ul style="list-style-type: none"> • Serve as line management for own staff. • Take responsibility for Development Dialogues/performance agreement for own staff. Co-ordinate reviews and appraisals of sub-ordinate staff for submission to FM. • Manage staff leave. • Ensure staff records are kept up to date. • Ensure that current staff are trained on new policies and procedures. • Co-ordinate and manage assigned projects, activities and tasks as required. • Perform any additional tasks and duties as assigned/delegated by the FM as and when required. • Assist with ad-hoc projects. • Assume the second in charge (2IC) role within the Finance Office, and deputise for the FM in his/her absence. 	<ul style="list-style-type: none"> • All human resource functions relating to own staff are carried out timeously and in accordance with UCT HR policy, and relevant legislation • Relevant documentation is correctly completed, signed off and processed • Regular staff review, and feedback given • Staff members are well trained and equipped to meet the performance standard expected • Positive working relationships • Motivated staff members • Staff are managed and developed • Tasks and outputs are appropriately planned, delegated, reviewed and delivered • Satisfactory continuation of operations in absence of FM
5	<p>Stakeholders relations: Create & maintain partnerships with and provide professional advisory services</p>	10%	<ul style="list-style-type: none"> • Coach and provide feedback to fund holders and departmental administrators to assist them to understand and apply UCT's policies and procedures. • Advise on alternative courses of action – inter alia: investment options, expenditure and revenue transaction options and requirements. • Provide a professional face-to-face (walk-in), telephone and email communication service. • Regular update of developments within the department to line manager. • Setting up of monthly meetings with FM and managers. • Create & maintain partnerships with key-stakeholders and provide professional advisory services • Participation in Tender processes, including Evaluations and Procurement Committees 	<ul style="list-style-type: none"> • Compliance with departmental and university policies, protocols and procedures • Positive feedback from line management and staff • Enhanced administrative functioning of the department. • Key staff and stakeholders are fully informed on relevant financial matters.
6	<p>Transactional monitoring</p>	5%	<ul style="list-style-type: none"> • Check and authorise documents such as claim forms, subsistence & travel, and journals. 	<ul style="list-style-type: none"> • Complete forms, with appropriate support documentation and compliance with policies.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> An accounting degree (BCom or equivalent) at NQF7 level and 3 years' relevant work experience <p>OR a 3-year tertiary qualification in accounting/management accounting/costing at NQF6 level and 4 years' relevant work experience</p> <p>OR a minimum matric with 7 years' relevant working experience with similar/same responsibilities at the level sought for this post.</p>			
Minimum experience (type and years)	<ul style="list-style-type: none"> A minimum of 3 years' experience with exposure to various aspects of finance and management accounting. 			
Skills	<ul style="list-style-type: none"> A broad knowledge and understanding of financial and management accounting principles, with proven high level analytical and interpretive abilities. Proven computer literacy in the use of MS Office at an intermediate level. The ability to multi-task, prioritise work appropriately, work under pressure and to work independently and accurately with minimal supervision. Meticulous attention to detail and an uncompromising attitude to meeting deadlines without sacrificing quality. Excellent verbal and written communication skills coupled with sound interpersonal skills. The ability to interact successfully with individuals across various levels, within and external to the organisation. A commitment to the provision of excellent client service in a cross-cultural environment. Staff management experience. 			
Knowledge	<ul style="list-style-type: none"> Prior ERP systems experience. SAP (CO and /or FI modules) exposure would be advantageous. Financial experience in a Real Estate environment would be advantageous. Exposure to Tender processes would be advantageous' 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> Commitment towards maintaining confidentiality as required by this position. Be professional and deliver high quality work. Be a team player. Possess a high level of honesty and integrity in handling cash and or finances. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Individual Leadership	2
	Building partnerships	2	Professional knowledge and skill	2
	Communication	2	Resource & People management	2
	Client service and support	2	Stress tolerance	2
	Information management	2	University awareness	2
	Stress tolerance	2	Planning and organizing / work management	2
	Attention to detail	2	Decision-making/ Judgement	2
	Results focus	2	Interpersonal Relationships	2

SCOPE OF RESPONSIBILITY



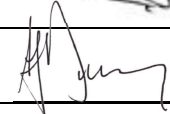


Functions responsible for	Refer KPA section
Amount and kind of supervision received	Limited as the incumbent is expected to operate at an independent level.

Amount and kind of supervision exercised	Supervision pertaining to the allocation and monitoring and evaluation of the output of the staff reporting into this post.
Decisions which can be made	Limited to own job after having consulted with and having sought approval from the Finance Manager.
Decisions which must be referred	Any escalated queries which cannot be resolved, and which requires management's approval.

CONTACTS AND RELATIONSHIPS

Internal to UCT	The Finance Department, Faculties, Properties and Services, PPS, SH&RL, Internal Auditors, and the broader UCT community.
External to UCT	Acquisition vendors, Infrastructure Vendors, City of Cape Town, DHET, Other Universities, External Auditors.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Vacant			
Line Manager	Wayne Wagenaar		021 650 5743	03/04/2024
Area Line Manager	Delfina de Gois		021 650 3823	04 April 2024
HOD	Tony Dollery		021 650 4323	4/4/2024
Dean / ED / CFO	Vincent Motholo		021 650 5245	8 April 2024
HR Business Partner	Gay Tyler		021 650 3927	04/04/2024