HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

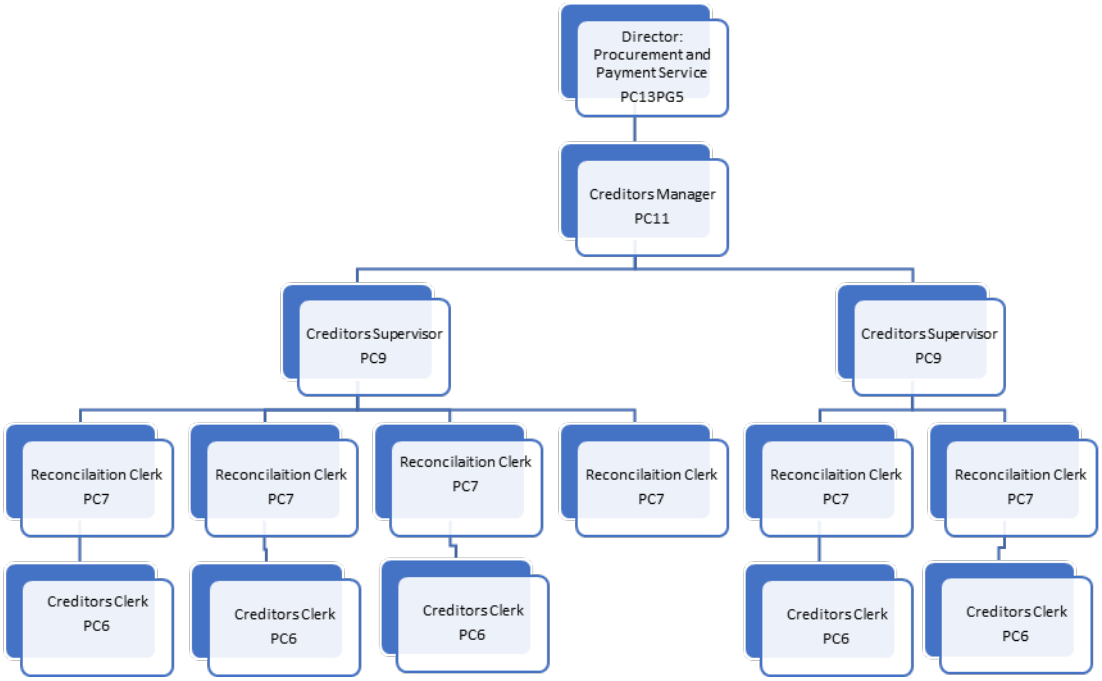
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	**Supervisor: Trade Creditors**		
Job title (HR Business Partner to provide)			
Position grade (if known)	9	Date last graded (if known)	November 2022
Academic faculty / PASS department	Pass		
Academic department / PASS unit	Finance		
Division / section	Payment and Procurement Services		
Date of compilation	06/10/2022		

ORGANOGRAM

(Adjust as necessary. Including line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

The main purpose of this position is to assist the Manager: Creditors in daily operations whilst Supervising Payments and Reconciliation Clerks. To assist the Manager: Creditors with general finance support, and to deputize in their absence in terms of customer service and queries. Responsible for administering of utility, statutory/regulatory; Creditors/Staff and Student payments timeously. Develop and maintain payment schedules for electronic and Third-Party Payments. To be responsible for SAP MM/FI System testing and functional user system support in AP. To support the manager with technical input with the implementation of new projects to streamline processes, with the focus on improved efficiencies and cost saving.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Team Management and Supervision	30%	▪ Direct Supervision of Creditors Clerks in the Ad hoc area in AP, namely: o Staff/Student payments o Trade Creditors payments ▪ Provide operational support for processes e.g. month-end postings. ▪ Ensure that all claims received are checked against appropriate records and processed within 24 hours of receipt. ▪ Manage the Development Dialogue process ▪ Monitor and record annual leave, sick leave and ensure that records are kept of staff under direct supervision. ▪ Ensure transactions are correctly documented for possible SARS audit. ▪ Ensure team processes and methods are available and understandable to new starters and temporary staff. ▪ Facilitate the Development of each team member. ▪ Participate in evaluating new training and competency testing material where relevant ▪ Review and manage Team queries in Vendor invoice Management system	▪ Provide record of meetings and administration outcomes. ▪ Deadlines are met. ▪ Scanning up to date. ▪ No claims older than 30days – zmp7 reports resolved. ▪ Supplier Reconciliations are done monthly. ▪ Reduced email and telephonic queries. ▪ Accurate record of unpaid claims. ▪ Positive feedback from customers and monthly KPI reports ▪ Approachable customer friendly environment. ▪ Training needs analysis conducted quarterly. ▪ Training courses run as required. ▪ Training interventions implemented as per the training schedule. ▪ Positive feedback from users/staff ▪ Check that there are no queries older than 30days in the Vendor invoice Management system
2	Vendor Account Management	30%	▪ Check and sign off all reconciliations ▪ Record of all invoices unpaid over 90 days ensure reasons are given for non-payments. ▪ Ensure all credits are captured – money owed to UCT ▪ Monitor vendors who are paid late due to late receipt of invoices ▪ Identify areas of concern	▪ Vendor reconciliations are done as at 25th month. ▪ Age analysis-Reduction in unpaid invoices/credits and outstanding purchase orders – monthly ▪ Processing of credit notes is done timeously. ▪ Supplier Debit balances eliminated. ▪ Reduction in open IRs - POs raised after invoice ▪ Monthly Reconciliations approved and reports compiled for Monthly KPI. ▪ Forwarding the information to the departments and liaising with Treasury who owns the process about the set up.

3	SAP and other payments	10%	▪ Assist with resolving system errors of postings to Accounts Payable and Bank GL modules in SAP. ▪ Instant Money set-up	▪ Accurate correction of error posting in SAP. ▪ Accurate financial data. ▪ Keep abreast of technical changes with respect to SAP MM/FI functionality and related software ▪ Responsible for setting up the Instant Money platform for the Departments. Forwarding the information to the departments and liaising with Treasury who owns the process about the set up. The issuing of cheques is longer
4	Banking and Treasury	20%	▪ Management of Payment system ▪ Upload payment proposals using Standard Bank Business Online and load to SAP. ▪ Reconciliation and clearing of: o UCT Imprest Bank Accounts o Third Party payments & clearing o ACB Accounts to control Accounts in SAP ▪ Assist in maximizing the return on treasury assets within defined risk criteria. ▪ Liaise with the Treasury Manager/staff and the banks. ▪ Ensure Treasury transactions are accounted for, and the reconciliations and lead schedules are prepared. ▪ Ensure that appropriate controls are in place to ensure that cash flow is safely guarded. ▪ Verify bank details online with Business Online. ▪ Liaise as required with internal and external users. ▪ Transferring of unpaid funds via a journal from GL 113143 to vendors ▪ Petty Cash-Approve and release of lead schedules together with receipts received daily from Treasury.	▪ Ensuring the Payment system is set up to execute the payment runs ▪ Accurate download of payments from SAP system to the bank. ▪ Prepare Accurate monthly reports with SAP clearing accounts & Bank reconciliations. ▪ Minimize risk associated with treasury assets and liabilities. ▪ Stakeholder interaction and liaison. ▪ Management of cash flow and Rejections by the bank. ▪ Accurately determine funds available as per requests for all stakeholders at UCT. ▪ Accurate download of payments from SAP system to the banks. ▪ Accurate correction of error posting in SAP. ▪ Accurate financial data loaded onto SAP and kept on record. ▪ This function was previously executed by the Treasury Department ▪ Accurate review of receipts and payments for cash budget input from all stakeholders within UCT departments
5	Ad-hoc, Audit and Projects: Assignments re: Audit responses from both external and internal requests.	10%	▪ Check and provide leads in cash handling procedures and account procedures for UCT ▪ Perform any other tasks assigned by the Manager: Creditors as and when required	▪ Provide input to audit queries. (BEE, Internal and External)

MINIMUM REQUIREMENTS

Minimum qualifications	NQF6 qualification in Accounting or Finance
Minimum experience (type and years)	▪ A minimum of 4 years of recent and relevant experience at the level sought for this post, within a finance environment with similar complexity. This is inclusive of 3 years' well-developed management experience. ▪ Experience in SAP or an equivalent ERP system would be highly advantageous
Skills	• Excellent time management, planning & organization skills. • Excellent verbal and written communication skills coupled with sound interpersonal skills. • Ability to build and maintain productive work relationships. • Ability to independently manage multiple tasks. • The ability to co-ordinate, multi-task, work under pressure with meticulous accuracy in a deadline driven environment. • To deal promptly with any customer queries and last-minute requests for changes and support • Excellent attention to detail. • Flexibility and adaptability \Ability to work independently and as part of a team • Continuous Improvement mindset
Knowledge	▪ Accounting ▪ ERP systems
Professional registration or license requirements	▪ None
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances.)	• Demonstrated high level of honesty

Competencies
(Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Attention to detail	2	Communication (written, verbal and presentation)	2
Computer literacy (email, Word, Excel & Internet)	2	Client support	2
SAP System knowledge or similar ERP system	2	Planning and organizing	2
Stress tolerance	2	University Awareness	2
Building interpersonal Relationships	2	People Management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Managing a team ensuring the Vendors are paid as per their agreement with UCT. To ensure SARS compliance is adhered to. To ensure we operate within the IFRS framework.
Amount and kind of supervision received	10% supervision needed
Amount and kind of supervision exercised	10% supervision exercised
Decisions which can be made	Work allocation, leave
Decisions which must be referred	Process changes