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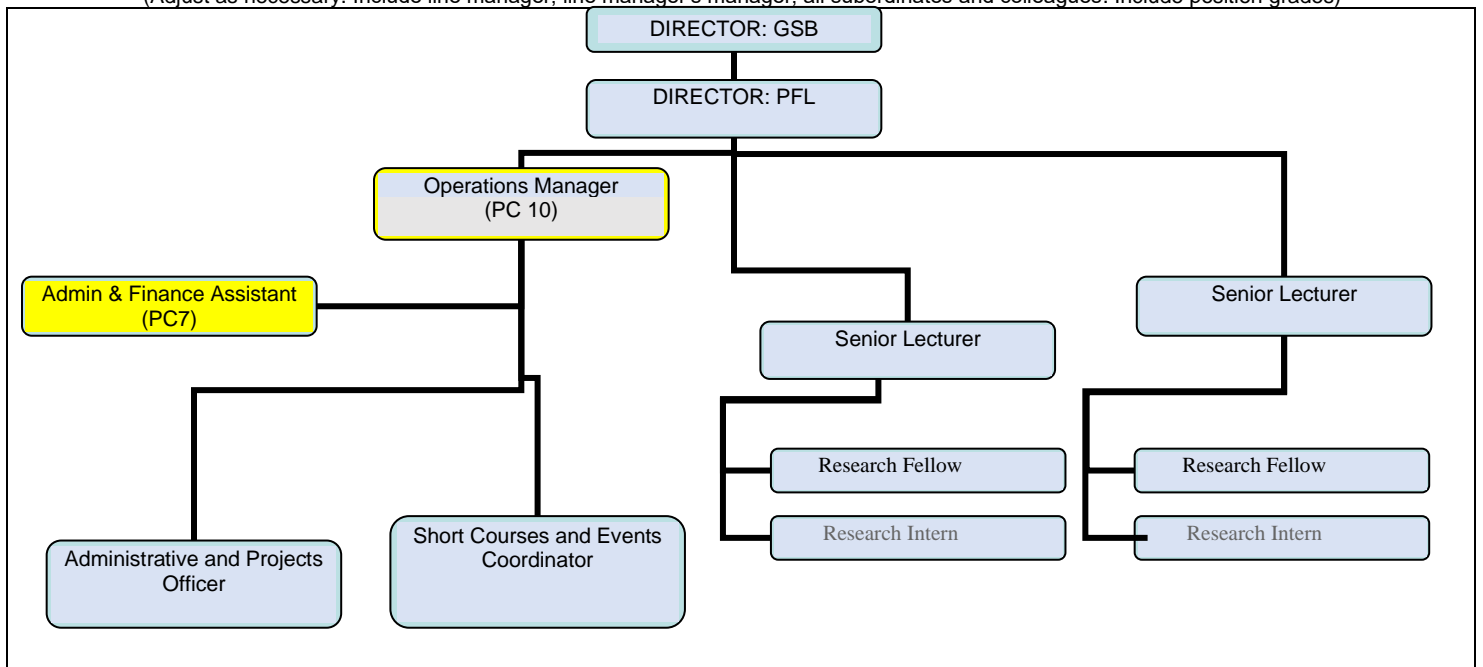
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative & Finance Assistant		
Job title (HR Business Partner to provide)			
Position grade (if known)	7	Date last graded (if known)	
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	GSB		
Division / section	POWER FUTURES LAB (PFL)		
Date of compilation	05.02.24		

ORGANOGRAM

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



PURPOSE

The GSB hosts a number of specialist centres which enhance the academic life of the GSB, contribute to its research and teaching missions, and its social responsiveness activities, as well as building its reputation and standing both locally and internationally. Power Futures Lab is one such centre.

Over the years PFL has developed an international reputation as a centre of excellence in the large network infrastructure sectors, in particular the power sector, producing research and education that is relevant to challenges across the African continent, and to the leadership and management research and teaching at the GSB.

The main purpose of this position is:

To provide administrative and financial administrative support to PFL Director, staff, students, consultants and lecturers.

This includes day to day running of the office; assistance to the PFL director; assist PFL operations manager with financial reporting, auditing and project outputs.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Maintain PFL networks	10%	<p>Maintain good relationships with all PFL stakeholders</p> <ul style="list-style-type: none"> • Interact courteously and professionally with all stakeholders via telephone, email, MS Teams, and in person meetings. • Foster positive relationships by being responsive to inquiries and concerns. • Convey information clearly and courteously while maintaining a positive tone. • Address any issues or conflicts promptly and constructively. • Seek feedback from stakeholders to ensure their needs and expectations are met. 	Positive and constructive interactions with stakeholders across various communication channels, fostering trust and satisfaction through responsiveness, clear communication, and proactive conflict resolution
2	PFL Director support	20%	<p>Assistant to PFL Director; Reception duties/ Front Line support</p> <ul style="list-style-type: none"> • Manage the Director's calendar, schedule appointments, and coordinate meetings. • Screen and prioritize incoming communications, including PFL emails, phone calls, and courier packs. • Assist in preparing agendas and materials for meetings, take action- minutes, and follow up on action items. • Maintain filing systems, both physical and digital, ensuring documents are organized and easily accessible. • Handle confidential information with discretion and professionalism. • Liaise with internal staff, external stakeholders, and clients on behalf of the Director. • Book and set up of meeting venues according to specifications, catering ordered, visitors directions sent • Receiving visitors and maintaining a friendly and pleasant environment 	Efficiently manage the Director's schedule and communications, coordinate meetings and agendas, maintain organized filing systems, handle confidential information professionally, and provide courteous reception and front-line support to visitors

3	Office administration	35%	<p>Office maintenance</p> <ul style="list-style-type: none"> • Maintain neat and tidy office. Clear away clutter and unnecessary items before leaving for the day to promote a productive work environment. • Ensure all electric equipment is turned off, maintain office plants, and keep the kitchen area clean and organized • Log calls with BWL maintenance and housekeeping for office repairs and cleaning service. • Provide office keys to all staff and students. <p>General Office support</p> <ul style="list-style-type: none"> • Maintain office supplies inventory by checking stock levels and placing orders as needed. • Perform general clerical duties, such as filing, photocopying, scanning, printing, binding • Book drivers and couriers • Maintain a logical filing system and back-ups of all electronic files. Create new files and labelling at the start of year. • Remove and replace old notices on PFL and GSB notice boards. • Ensure banners are in working order and order replacements when required. • Assistance with information gathering to inform reporting. • Support PFL admin team at events as required. • Assist with data entry and database management tasks. • Collaborate with other administrative staff to ensure efficient workflow and communication within the office. • Email GSB helpdesk with IT issues and requests for IT equipment. Follow up and track all outstanding calls logged until resolved. • Handle confidential information with discretion and professionalism. 	<p>Ensure a clean and organized workspace environment</p> <p>Provide comprehensive office support including maintaining supplies, performing clerical tasks, booking services, managing files and notice boards, assisting with events, data entry, IT support, and handling confidential information with professionalism</p>
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4	Financial administration	35%	<p>Funds Reports: <i>Assist Operations Manager with monthly financial reporting.</i></p> <ul style="list-style-type: none"> Request monthly SAP reports - downloaded in Excel spreadsheet. Capture data to Monthly Financial statements Ensure all costs are accurately charged to funds, double check and flag journal items Support OM with Overall Budgets/ Project Budgets and Funder reports. Collate information and supporting documents for Funders Mid-Year/ Annual financial reports. Assist with Time sheets, Staff calculations and allocations against project outputs. <p>Audit support.</p> <ul style="list-style-type: none"> Provide auditors with project files that includes supporting documents of all expenses. Print all contracts and reports for the audit file. Assist with logistics for auditors and prepare for their arrival. <p>Journals Action journal upon requests from Unit manager by doing the following:</p> <ul style="list-style-type: none"> Complete FM014: ensure correct data entered: fund, cost center number, g/l code, Dr/Cr code and supporting documentation provided. Confirm available budget in SAP Track that journal requests have been processed by GSB accounts department. Add SAP doc no to journal. Line Manager to approve / authorise journal transaction. File in Finance/Journal folder on One Drive <p>Asset procurement and register</p> <ul style="list-style-type: none"> Liaise with GSB and UCT IT offices wrt to purchasing of laptops, PC equipment etc. Complete asset forms as per IT guidance. Remove faulty and damaged items and return to GSB IT office Keep an accurate register of all assets with current user's name <p>Invoicing/ Debt Collection</p> <ul style="list-style-type: none"> Invoicing short course fees on new GSB system when implemented Follow up on purchase orders, invoices, and proof of payments for course delegates. 	<p>Comprehensive assistance provided to the Operations Manager in monthly financial reporting, including requesting SAP reports, data capturing, ensuring accurate cost allocations, supporting budget management, and collating information for funder reports</p> <p>Monthly reports are submitted by 15th of the month</p> <p>Comprehensive audit support provided, including project files with supporting documents, printed contracts and reports, and organized logistics for auditors' arrival Record keeping of expenses are kept meticulously, correct and easily accessible.</p> <p>Accurate completion and tracking of journal requests, confirmation of available budget, approval by Line Manager, addition of SAP document number, and filing in Finance/Journal folder on One Drive.</p> <p>Efficient procurement and management of assets, including liaison with GSB and UCT IT offices, completion of asset forms, removal of faulty items, and maintenance of an accurate asset register with current user information</p> <p>Timely invoicing of short course fees on the new GSB system and diligent follow-up on purchase orders, invoices, and proof of payments for course delegates.</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 4			
Minimum experience (type and years)	Key Requirements: At least 2 years administration/finance experience Advantageous: admin/accounting /bookkeeping courses.			
Skills	Fundamental Skills: Excellent Organizational Skills: Ability to effectively manage tasks, prioritize work, and maintain order in various responsibilities. Accounting Skills: Understanding of basic accounting principles, including financial record keeping, reporting. Attention to Detail: Ability to notice and focus on small aspects of tasks or projects to ensure accuracy and quality. Multi-tasking: Capability to handle multiple tasks or projects simultaneously without compromising quality or efficiency. Problem-Solving Skills: Capacity to analyze issues, identify solutions, and implement effective problem-solving strategies. Computer Literacy: Ms Office Suite, Internet Personal Style and Behavior: Positive, Energetic, and Enthusiastic Attitude: Displaying optimism, energy, and enthusiasm towards tasks and interactions. Hardworking (Goes the Extra Mile): Willingness to put in extra effort and time to achieve goals and deliver exceptional results. Proactive and Confident Self-Starter: Taking initiative and being self-motivated in initiating tasks or projects without constant supervision. Flexible Team Member: Ability to adapt to changing circumstances and collaborate effectively with team members. Professional and Ethical: Demonstrating integrity, honesty, and ethical conduct in all professional endeavors. Able to Travel If Needed: Willingness and ability to travel for work-related purposes as required. Good Written and Verbal Communication Skills: Clear and effective communication abilities in both written and verbal forms. Well Organized and Efficient: Maintaining orderliness and efficiency in work processes and tasks. Demonstrated Ability to Self-Start: Ability to initiate tasks and work independently with minimal supervision. Excellent Stakeholder Engagement: Effective interaction and collaboration with stakeholders to achieve common goals.			
Knowledge	MS office suite,			
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Integrity Ability to handle cash			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Professional knowledge and skill	1	Building interpersonal relationships	1
	Adaptability and flexibility	1	Communication	1
	Teamwork	1	Analytical thinking / Problem solving	1
	Planning and organizing	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	1) Maintenance of PFL Networks 2) PFL Director Support 3) Office Administration 4) Financial Administration
Amount and kind of supervision received	Moderate from Line Manger

Amount and kind of supervision exercised	Minimal, mainly self-supervision
Decisions which can be made	Minimal: ordering of supplies under R5000.00
Decisions which must be referred	All financial decisions to Operations Manager

CONTACTS AND RELATIONSHIPS

Internal to UCT	PFL: Director, Research Staff, Consultants, Admin team, students. GSB: Director's office, Finance office, Exec Ed office, Academic office, Research office,
External to UCT	Auditors Funders Suppliers

AGREED BY
