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

NOTES

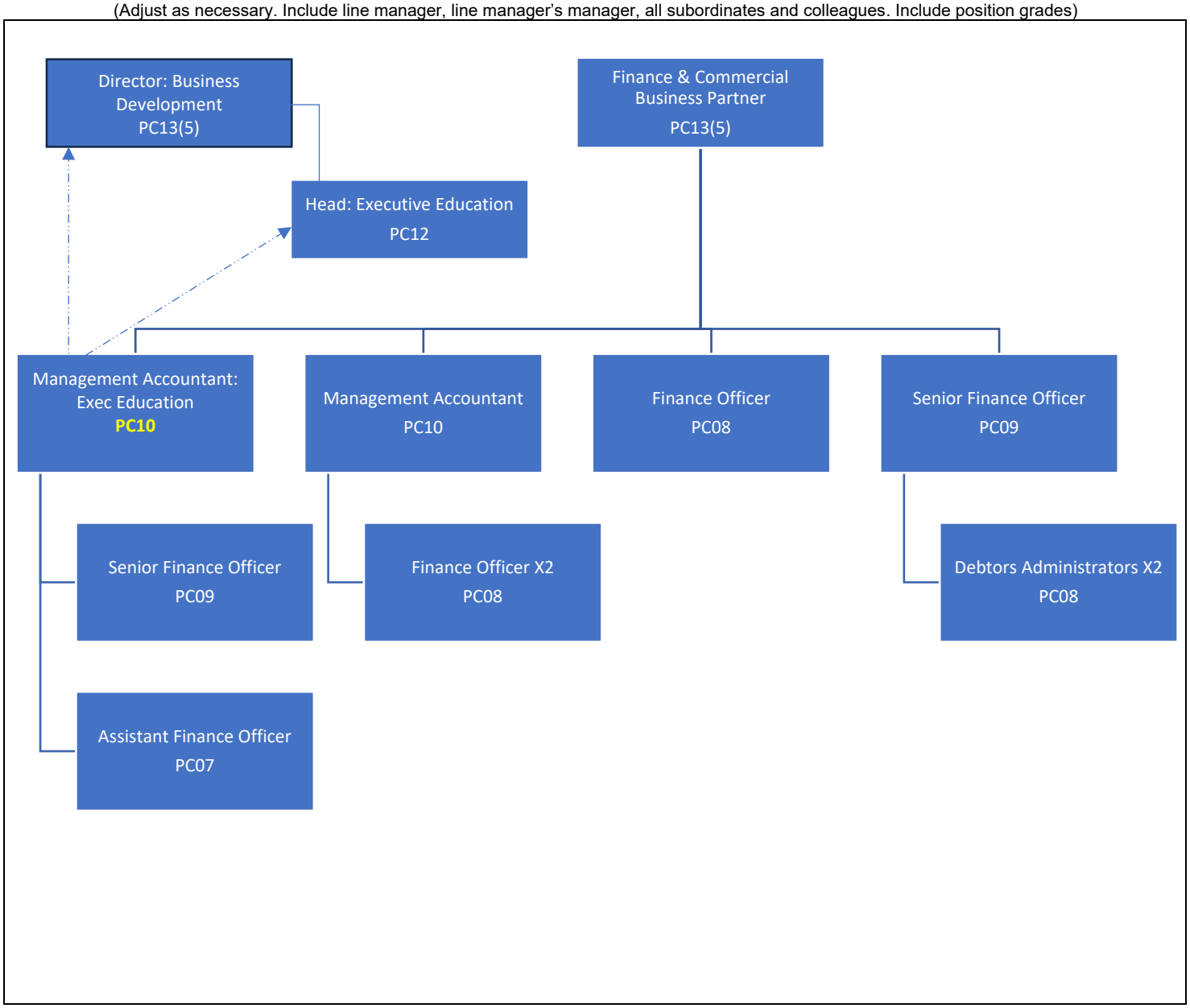
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	**Management Accountant – Executive Education**		
Job title (HR Business Partner to provide)	Finance Specialist		
Position grade (if known)	PC10	Date last graded (if known)	2026
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Finance		
Division / section	Management Accounting		
Date of compilation	09/03/2026		

ORGANOGRAM

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



PURPOSE

The Management Accountant (MA) plays a key role in supporting the financial stewardship, commercial decision-support, and strategic financial management of the Business School's Executive Education and Business Development portfolio

This role supports the sustainable growth and profitability of a diverse portfolio of executive education offerings by leading programme financial modelling, forecasting, reporting, and financial governance. The MA works in close partnership with the Director of Business Development, Head of Executive Education, Learning Design Partners (Business Developers), programme delivery teams, and the Business School Finance team to ensure robust financial planning, effective resource allocation, and informed commercial decision-making.

The portfolio comprises a range of commercial programme types including open enrolment programmes, corporate partnership programmes, customized academic programmes leading to formal qualifications, and international global immersions (study tours). Many programmes include complex delivery models and travel-intensive learning components, including international immersions and multi-year programme structures.

The MA ensures strong financial controls, accurate financial reporting, effective debtor management, and the development of financial insight that enables the Executive Education unit to deliver high-quality programmes while maintaining financial sustainability and profitability.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Programme Financial Planning, Commercial Costing and Executive Education unit budget compilation	30%	• Lead the financial modelling and costing of executive education programmes to ensure commercial viability and sustainable profitability. Developing detailed programme financial models covering all programme categories • Working closely with the Business Development team during proposal development to produce iterative programme costings. • Ensuring all programme proposals incorporate accurate costing of faculty/teaching and related, venues, digital learning platforms, travel, logistics, and international immersions. • Supporting pricing decisions through financial analysis and scenario modelling. • Ensuring programme cost structures appropriately reflect delivery modes • Providing commercial and executive education market insight that supports programme design, pricing strategies, and profitability objectives. • Coordinating the annual budget cycle for the Executive Education unit. • Engaging extensively with programme and departmental leaders to develop detailed programme budgets. • Ensuring budgets accurately reflect programme delivery models, resource requirements, and anticipated participant volumes. • Ensuring all budget submissions are complete, accurate, and aligned with institutional financial guidelines. • Capturing and validating budgets within the institutional financial system. • Monitoring performance against budget throughout the financial year. • Ensure revenue targets (price/ volume) targets are set commensurate with achieving strategic objectives.	• 100% of new Executive Education programmes are supported by approved financial costing models prior to proposal submission or contracting. • Programme costing models include all direct and indirect cost elements (faculty, travel, venues, digital platforms, logistics, administration) with documented assumptions. • Costing turnaround time for new programme proposals not exceeding 5 working days from receipt of complete programme information. • At least 90% of approved programmes achieve planned gross margin targets or variance explanations are documented and approved. • Programme costing templates reviewed and improved annually to incorporate new delivery modalities and cost drivers. • Annual Executive Education budget prepared and submitted in line with Business School budget cycle timelines. • 100% of programme budgets reviewed and validated for completeness and accuracy prior to submission. • Budget assumptions documented and aligned with programme delivery plans and expected enrolments.

2	Financial analysis, evaluation and reporting	20%	• Prepare periodic (monthly, quarterly, and annual) management accounting reports.
			• Coordinate regular forecasting engagements with the Director of Business Development, Head of Executive Education, and GSB Finance & Commercial Business Partner.
			• Obtain input and commentary on performance, progress, and reasons for variances, where relevant. Present and deliver outcomes to internal stakeholders.
			• Optimize the cost of, and effect efficiencies in, the operations of the Executive Education unit through interaction with departmental decision makers.
			• Ensure that reconciliations and controls are performed.
			• Developing and maintaining rolling revenue forecasts for the Executive Education portfolio. Translating revenue forecasts into expenditure projections based on programme cost models.
			• Reviewing programme-level profitability reports (in-conjunction with Finance & Operations Managers in EE) including:
			  ○ Year-to-date actual performance
			  ○ Forecast revenue and expenditure
			  ○ Variance analysis.
			• Engaging programme delivery teams to review financial performance and identify financial risks and opportunities.
			• Identify and report on financial irregularities and potential problems to the GSB Finance & Commercial Business Partner.
			• Identify, escalate, and report on financial irregularities and potential problems to the Director of Business Development and Head of Executive Education.
			• Providing financial insights that inform programme strategy, pricing, and operational improvements and resource allocation.
			• Supporting Business Development, Executive Education and Finance leadership with financial analysis for new initiatives and programme expansion.
			• Set up and maintain financial and key performance and demographic metrics for reporting to various external accreditation and ranking bodies.
				• Review of active programmes ensuring updated profitability reports reflecting actuals and forecast performance at least quarterly.
				• Rolling 12-month revenue and expenditure forecasts updated monthly in collaboration with Business Development and Executive Education leadership.
				• Variance analysis provided to Executive Education & Finance leadership within 6 working days of month-end.
				• Financial risks relating to programme delivery identified and escalated with mitigation actions documented
				• To pro-actively appraise GSB Finance & Commercial Business Partner & HOD's of current financial forecasts to enable sound management decision making.
				• Effective financial control systems are in place.
				• Reconciliations are performed.
				• Financial irregularities and problems are reported timeously.
				• Checking the validity and appropriateness of the expenditure.
				• Ensure that funds are reviewed on regular basis, eliminating those not in use and proposing name changes in some to avoid confusion.
				• Clear/Manage funds in deficit and facilitate the elimination of such deficits.
				• Ensure that the unit complies with financial policies and procedures.
				• Timeous review and submission of financial and other data for accreditation and ranking bodies.

3	Financial administration, financial control and risk management	15%	• Ensure that system fund centers, funds and cost objects are set up and maintained to support the unit's operations, accountability structures and specific requirements. • Reviewing journal transactions prior to approval and processing. • Ensure integrity of all postings to General Ledger accounts, funds and cost objects, and follow up as required. • Create, implement, and monitor processes and procedures to inform monthly forecasts. • Ensuring adherence to institutional finance policies, audit requirements, and financial governance standards. • Perform all authorized finance system budget transactions and monitor budget changes at regular intervals. • Develop, implement, and maintain effective control reports, including but not limited to finance and operational KPIs and statistics, that clearly identifies risk areas and inform and guide appropriate action and timeous decision making. • Monitor compliance with and effectiveness of corporate governance procedures, risk management measures and internal controls. • Review and provide guidance on commercial contracts with corporate clients, to ensure alignment with UCT GSB's risk tolerance. • Advise managers on all aspects of financial policy and control. • Perform investigations regarding effectiveness and/or efficiencies within the Executive Education unit and formulate proposals for improvement. • Identify potential risk areas and make recommendations. • Ensure that proper financial systems and controls are in place to manage payments to staff, suppliers and vendors, and monitor spending for Executive Education unit. • Ensure that proper financial systems and controls are in place to manage revenue-generating activities and monitor revenue. • Monitor and facilitate desired outcomes of management control activities including Purchasing KPIs, funds in deficit, and unpaid invoices for the Executive Education unit. • Manage and facilitate departmental Fixed Asset counts and required reporting. • Ensure trade debt collection policies are applied. • In collaboration with GSB Debtors, ensure best practice is adopted with respect to invoicing / billing of corporate clients.	• All transactions processed on the UCT accounting system comply with UCT's financial policies and regulations. • Internal control systems are established, including a KPI dashboard for management and reporting purposes. • Corporate governance procedures in place. • Effectiveness and efficiency of proposals/improvement plans. • Proper systems and controls in place to ensure effective and efficient fiscal discipline. • Accurate and current asset lists for EE unit • Safeguarding of assets through performing ad hoc verification checks against asset register and doing regular reconciliations. • Documented administrative and operational processes. • Financial accountability is observed

4	Revenue Management & Debtors Oversight	10%	• Ensure effective management of programme revenue and the Executive Education debtors' portfolio. • Ensuring accurate and timely invoicing in accordance with approved programme contracts. • Maintaining oversight of programme revenue recognition. • Managing the Executive Education debtor's book. • Chairing regular debtors review meetings with Executive Education and GSB Finance • Maintaining records of client engagements relating to payment arrangements and contractual matters. • Ensuring prompt resolution of debtor issues and escalation where necessary.	• 100% of programme invoices issued within 5 working days of contractual trigger points (e.g., programme confirmation, programme commencement, milestone payments). • Executive Education debtor days maintained within institutional target (e.g., <60 days). • Debtors review meetings chaired monthly, with documented action plans for overdue accounts. • Reduction in overdue receivables (>90 days) through proactive engagement with Business Development and clients. • Minimize losses due to bad debt. • Professional debtors/ billing / collection service is provided

5	People Management and Leadership, Staff Development and Transformation (functional, influential, and facilitative)	10%	• Take responsibility for workforce planning for Executive Education finance unit. • Manage and support the EE Finance team. • Ensure effective delegation, training, mentoring, and performance management. • Foster a collaborative and high-performance finance environment within the Executive Education unit. • Contribute to the recruitment process for positions within Executive Education and the broader GSB. • Take responsibility for Development Dialogues/performance agreement for direct reports. Co-ordinate reviews and appraisals of subordinate staff for submission to GSB Finance & Commercial Business Partner. • Manage employment relations (grievance, discipline, and conflict resolution). • Manage staff leave within Executive Education finance team. • Ensure that staff records are kept up to date. • Ensure that current staff are trained in new policies and procedures. • Promote Ethical behavior. • Maintain Finance Values. • Adherence to the Codes of Conduct of UCT, the GSB and the Finance Department. • Embrace cultural diversity.	• Performance objectives and development plan agreed annually with the Senior Finance Officer. • Quarterly performance and development discussions conducted and documented. • At least one professional development or training initiative per year provided to the direct report. • Positive stakeholder feedback from Executive Education leadership and Business Development teams regarding finance support and responsiveness. • Active participation in Business School finance team initiatives and cross-functional collaboration.

6	Stakeholders' relations: Create & maintain partnerships with and provide professional advisory services	10%	• Provide financial and funding advice on all financial matters and evaluation of new proposals. • Provide advice on maximizing funds available for strategic priorities and identify opportunities for improvement. • Provide appropriate financial management support for the Executive Education team in resource allocation and management for achieving sustainability. • Maintain an effective partnership with key stakeholders. • Assist the Director of Business Development & Head of Executive Education in collating data required for benchmarking exercises. • Play an Ambassadorial and professional role when representing UCT to external stakeholders and when hosting visitors. • Advise academic and administrative clients on UCT business processes and problem-solving. • Ensure UCT Fee policies are communicated and applied throughout the Executive Education unit. • Ensure marketing materials (web / print) accurately reflect fees and pertinent policies. • Provide input to key strategic decisions and formulation of business strategies. • Contribute to medium- and long-term business planning. • Advise on the financial implications and consequences of business decisions. • Provide input on strategies to improve business performance.	• Financial implications of core business and related projects are analyzed for management considerations. • Professional financial advice provided. • Positive client feedback. • Professional Finance presence and contribution. • Maximizing funds available for strategic priorities and identify opportunities for improvement. • Business strategies and decisions include financial implications and risk assessments. • Update benchmarking data on an annual basis. • Contracts that are financially sound and viable.

MINIMUM REQUIREMENTS

Minimum qualifications	An accounting degree at NQF7 (BCOM or equivalent) or other equivalent accounting or management accounting qualification.
Minimum experience (type and years)	A minimum of 3 years' experience in education programme or project-based financial environments with well-developed supervisory and engagement skills, and exposure to various aspects of finance and accounting.
Skills	• A broad knowledge and understanding of financial and management accounting principles, with proven high level analytical and interpretive abilities. • Capability to identify financial risks, trends, and opportunities within programme portfolios. • A successful record of leadership and teamwork. • Effective communication skills, negotiation skills, persuasive skills, good interpersonal skills, and well-reasoned decision-making ability. Strong business partnering capability. • Ability to think strategically and operationalize this thinking into plans and projects. Commercial acumen and innovation mindset. • Attention to detail, report writing, good presentation skills and an uncompromising attitude to meeting deadlines without sacrificing quality. • Resilience with the ability to work effectively under pressure. • An ability to interact successfully with individuals across various levels, within and external to the organization. Strong stakeholder management. • A commitment to the provision of excellent client service in a cross-cultural environment. • Proven track-record in optimizing business strategy, identifying and developing new business.
Knowledge	Advanced knowledge of management accounting principles including budgeting, costing, forecasting, and variance analysis. Knowledge of financial modelling techniques used in pricing programmes and projects Knowledge of data analysis and performance/operation metrics; ability to report on metrics. Understanding of the operational and financial structures of business schools and executive education units. Knowledge of programme lifecycle management from proposals through delivery and financial closure.
Professional registration or license requirements	
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	• Ability to exercise sound financial judgement and maintain high standards of integrity. • Commitment to maintaining accuracy, transparency, and accountability in financial management. • Proven computer literacy in the use of MS Office at an advanced level. • Ability to multi-task, prioritize work appropriately, work under pressure and to work independently and accurately with minimal supervision.

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Client/student service and support	2	Professional knowledge and skill	2
Analytical thinking / Problem solving	2	Creativity and innovation	2
Building partnerships	2	University awareness	2
People management	2	Coaching / Developing Others	2
Decision-making/ Judgement	2	Meeting Facilitation/ Leadership Participation	2
Building interpersonal relationships	2	Impact/Influence	2
Communication (written and verbal)	2	Results focus	2

SCOPE OF RESPONSIBILITY

Functions responsible for	To provide appropriate financial management and support services to the Executive Education and Business Development units within the business school (GSB).
Amount and kind of supervision received	Distinct Direction and is expected to independently manage the financial oversight of the Executive Education and Business Development portfolio.
Amount and kind of supervision exercised	Responsible for allocating tasks, setting performance expectations, and providing ongoing guidance and support to ensure effective delivery of finance services to the Executive Education unit. This includes mentoring and developing the Senior Finance Officer to strengthen financial capabilities within the team and ensure continuous improvement in financial processes and service delivery.
Decisions which can be made	Most operational decisions related to the financial management portfolio. Decisions relating to staff and the manner in which work is done, distributed and where potential structure and or control and process inefficiencies needs to be addressed.
Decisions which must be referred	• Expenditure that is over the budgeted amounts and reckless spending. • Issues of staff discipline. • Risk/ mitigation exposure.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Finance Department, Graduate School of Business, Internal Auditors
External to UCT	Vendors, Suppliers, External Auditors, other Universities, all other external stakeholders.

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	Vacant			
Direct Line Manager/Supervisor				
Area Line Manager				
HOD				
Dean / ED / CFO				
HR Business Partner				