

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

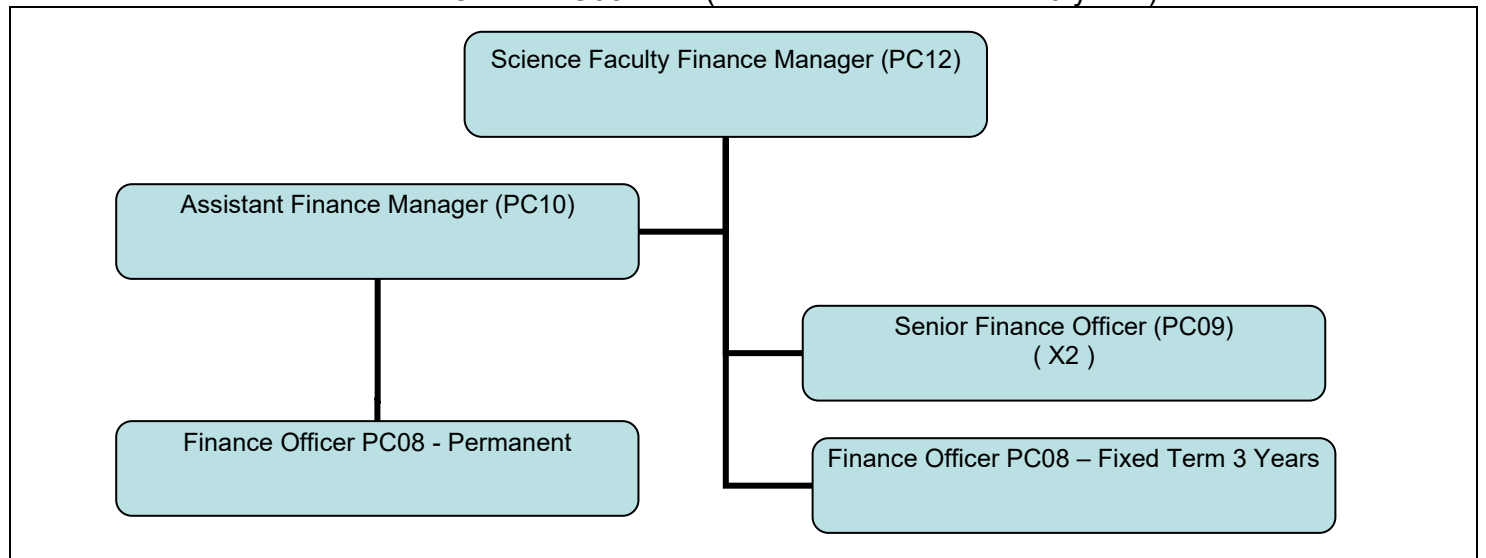
POSITION DETAILS

Position title	Finance Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC08	Date last graded (if known)	November 2019
Academic faculty / PASS department	Science Faculty		
Academic department / PASS unit	Faculty Finance		
Division / section	Finance		
Date of compilation	31 May 2023		

ORGANOGRAM

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

Finance Officer PC08 X2 – (Permanent+Fixed Term 3 years)



PURPOSE

The main purpose of this position is to provide a professional financial administrative support service to the Faculty of Science. To assist the Finance Manager in the Faculty of Science to implement and maintain an effective financial management control system for General Operating Budget (GOB), Non-GOB, Investment and Research Finance within the Faculty (through planning, budgeting, controlling, monitoring, analysing, interpreting and reporting on financial data) and ensure that all financial transactions are processed in accordance with UCT policies, procedures and statutory requirements.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Financial Administration	50%	<p>Daily processing</p> <ul style="list-style-type: none"> • Check and sign off journals, Invoices, receipt requisitions and other accounting related entries as per UCT policies and procedures. • Check HR documents for accuracy, completeness and supporting documents. • Ensure the accuracy of fund information and take corrective action where necessary, e.g. budget availability, clearing advances/floats etc. • Prepare documents to open and close funds and cost centres • Assist in Funds clean-up process <ol style="list-style-type: none"> 1. Close inactive funds 2. Close funds where projects come to an end 3. Close funds when staff members resign or retires • Filing 	<ul style="list-style-type: none"> • 48h turnaround time • Duly completed forms with correct supporting documents • 48h turnaround time • Correct routing of documentation • On request • Ongoing • Decrease in inactive open funds • Proper filing system on shared G Drive and other efile folders • Documents to be filed daily • Easy accessible

2	Reporting and Monitoring	30%	<ul style="list-style-type: none"> • Preparation of the monthly management information pack, which includes: <ol style="list-style-type: none"> 1. FM050 register 2. Uncleared Advances 3. Analysis of Fund Balances 4. No of open funds 5. Debtors Age Analysis 6. Delivery Due list • Assist in the monitoring / co-ordinating / and preparation of external financial reporting in line with (contract) requirements in relation to research. • Assist with financial year end procedures in regard to fund year end carry forward rules by extracting reports of SAP and performing checks as prescribed by the Finance Manager and taking corrective action where necessary. 	<ul style="list-style-type: none"> • Monthly submissions to AFM/FM <ol style="list-style-type: none"> 1. Decrease in uncleared advances 2. Updated FM050 Register 3. Decrease in fund deficits 4. Show action taken to achieve desired outcomes for Debtors age analysis and delivery due list • As required • As required. Mainly in last quarter of the year
3	Financial Advice and Communication	5%	<ul style="list-style-type: none"> • Provide a professional face-to-face (walk-in), MS Teams and email communication service to Faculty clients • Coach and provide feedback to fundholders and departmental administrators to assist them to understand and apply UCT's policies and procedures • Report issues of concern to Line Manager in first instance and or Finance Team 	<ul style="list-style-type: none"> • Client queries are dealt with or referred to the correct person. • UCT policies and procedures are complied with.
4	Internal Awards	5%	<ul style="list-style-type: none"> • Monitor the Faculty internal award control funds and related correspondence. • Transfer funding received from internal UCT sources to respective clients research funds • Prepare monthly reports on control funds for Line Manager 	<ul style="list-style-type: none"> • Awards are transferred accurately and timeously • Control funds are updated, reconciled and unspent funding is returned • Filing is kept up to date • Reporting is done accurately and timeously

5	Planning and Budgeting	5%	<ul style="list-style-type: none"> • Assist budget holders with the preparation of budgets and, where necessary, provide training and/or assistance to other faculty staff during this process. • Capture budget data and prepare reports, supporting schedules and reconciliations to support the annual planning and budgeting process. 	<ul style="list-style-type: none"> • Provide accurate information as required • Budget cycle
6	Team support	5%	<ul style="list-style-type: none"> • Back up support for senior finance officer when on leave or as required • Attend to administrative requests from Finance Manager • Attend to Ad Hoc requests from Assistant Finance Manager 	<ul style="list-style-type: none"> • Back up for Finance Team who are on annual leave on selective duties as agreed. • Ad Hoc requests are followed up on as they arise

MINIMUM REQUIREMENTS

Minimum qualifications	3-year tertiary qualification with accounting OR Matric with 6 years directly relevant experience			
Minimum experience (type and years)	Minimum of 3 years relevant working experience			
Skills	A working knowledge of accounting systems/ software packages. Knowledge of MSOffice (Excel, Word, and Powerpoint) and Internet (email) functionality			
Knowledge	A working knowledge of SAP/R3 will be a major advantage			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty and confidentiality of Faculty finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical Thinking / Problem Solving	2	Teamwork	2
	Building interpersonal relationships	2	Communication	2
	Client service and support	2	Professional Knowledge and skill	2
	Planning and organizing	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	To provide a professional financial administrative support service to the Faculty of Science. To assist the Finance Manager in the Faculty of Science to implement and maintain an effective financial management control system for General Operating Budget (GOB), Non-GOB, Investment and Research Finance within the Faculty (through planning, budgeting, controlling, monitoring, analysing, interpreting and reporting on financial data) and ensure that all financial transactions are processed in accordance with UCT policies, procedures and statutory requirements.
Amount and kind of supervision received	At least on a monthly basis to review activities and be directed in areas of new work that develops especially through the Research medium.
Amount and kind of supervision exercised	Support and guide departmental administrators on alignment to policies and procedures especially in relation to daily processing
Decisions which can be made	Rejection of documentation for incomplete and incorrect submissions.
Decisions which must be referred	Areas of work beyond routine functions and for when precedence does not exist.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty departments and units. Central Finance sections, Human Resources and Faculty Finance Office.
External to UCT	Customers (When following up on Debtors invoices). Research Funders (If and when the need arises)