



**NOTES**

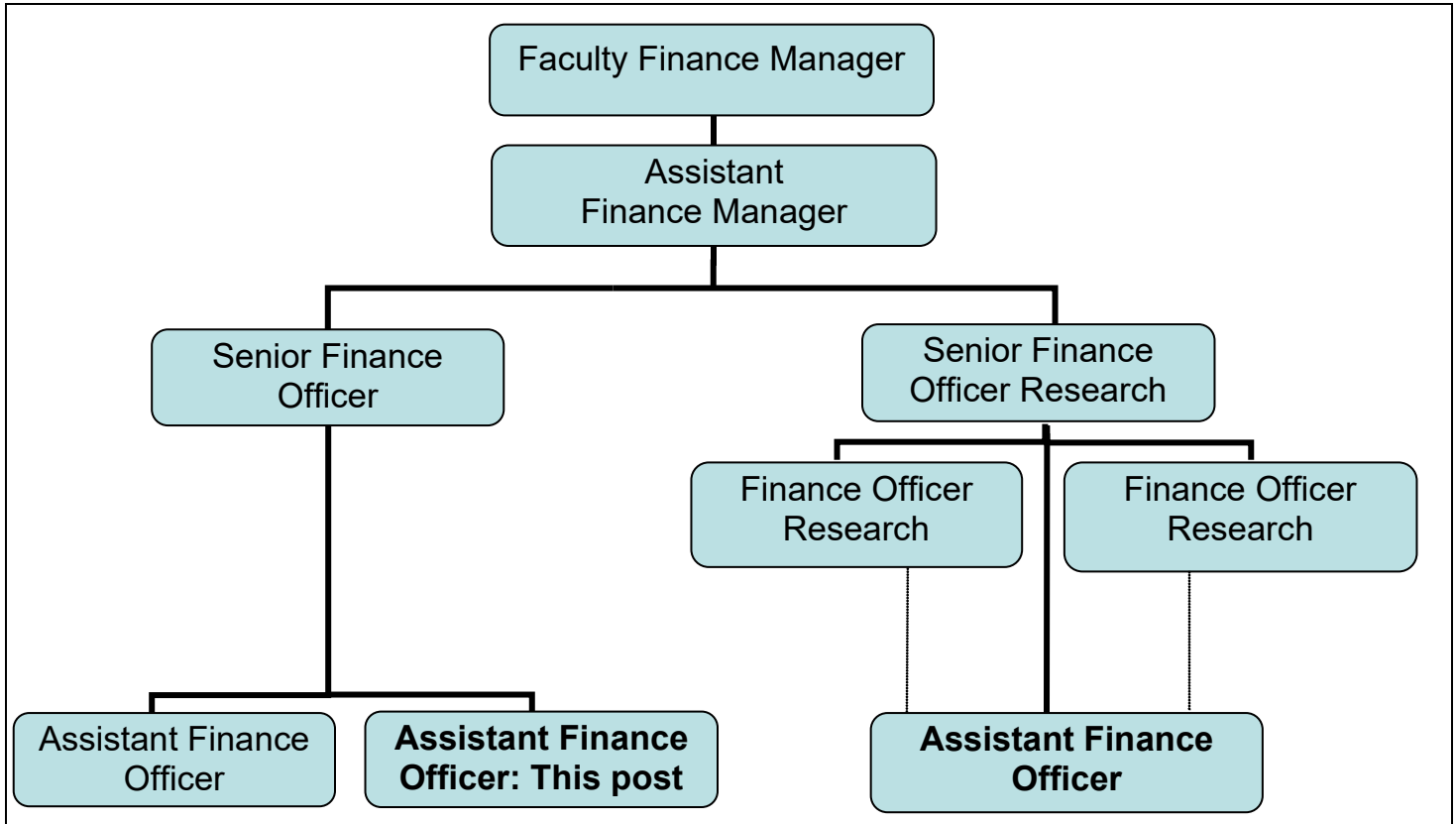
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

|  |                           |                             |  |
|--|---------------------------|-----------------------------|--|
| Position title                         | Assistant Finance Officer |                             |  |
| Job title (HR Practitioner to provide) | Assistant Finance Officer |                             |  |
| Position grade (if known)              | PC07                      | Date last graded (if known) |  |
| Academic faculty / PASS department     | Faculty of Humanities     |                             |  |
| Academic department / PASS unit        | Faculty Finance Office    |                             |  |
| Division / section                     |                           |                             |  |
| Date of compilation                    | 29 February 2024          |                             |  |

**ORGANOGRAM**

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



**PURPOSE**

The main purpose of this position is to:

Assist the Faculty Finance Manager, Assistant Finance Manager and other members of the Faculty Finance team in providing a professional purchasing and financial administrative support service to faculty and its departments.

This job description is not an exhaustive list of all tasks and in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of work will remain the same.



**CONTENT**

| Key performance areas |                   | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)   | Outputs<br>(Expected results)   |
|-----------------------|-------------------|-----------------|---|---|
| 1                     | <b>Purchasing</b> | 40%             | <p>Process purchase order requests according to customer requirements/specification ensuring that UCT's policies and procedures are adhered to.</p> <p>Process orders within 24 hours of receiving a request.</p> <p>Research materials and vendors so that delivery time cost and equality are optimal.</p> <p>Use meaningful text descriptions and materials groups to ensure VAT is correctly applied.</p> <p>Follow up on outstanding deliveries, invoices, and credit notes with vendors and department and faculty staff timeously. Ensure delivery and billing is in line with the relevant purchase order specifications.</p> <p>Run your weekly PO report to identify and follow up on open Gr's and deliveries.</p> <p>Follow up on the Faculty's purchaser orders to identify and follow up on open GR's and payments.</p> <p>Liaise with Creditors regarding vendor queries and facilitate timeous payment of vendors.</p> <p>Communicate and advise Humanities staff on UCT's purchasing policies and procedures, relevant purchasing information and updates to them and ensure compliance.</p> | <p>Reduced risk and customers kept informed of UCT's policies and procedures.</p> <p>A cost effective, efficient and time saving process.</p> <p>Cleaner reports with less queries and corrections.</p> <p>Control mechanism for purchase orders.</p> <p>Happy, compliant customers/researchers</p> |

|   |                        |     |  |  |
|---|------------------------|-----|--|--|
| 2 | <b>Purchasing Card</b> | 40% | <p>Applying UCT's purchasing policies and procedures, procure goods and services using the UCT purchasing card wherever appropriate and possible.</p> <p>Process orders within 24 hours of receiving a request.</p> <p>Research materials and vendors so that delivery time, cost and equality are optimal.</p> <p>Ensure unapproved pcard transactions are processed timeously.</p> <p>Ensure all and correct supporting documentation is received and that the FM050 (missing documentation form) is not misused.</p> <p>Ensure correct and appropriate cost and G/L allocations are used.</p> <p>Run weekly/monthly unapproved Pcard transaction reports and follow up thereon for your pcard as well as all cardholders that you process.</p> <p>Run and send monthly Pcard expense reports to line managers and unapproved transaction reports to cardholders for appropriate signatures.</p> <p>Follow up on the Faculty's unposted pcards to identify and follow up on historic transactions.</p> | <p>Prompt expensing to fund.</p> <p>Reduced risk.</p> <p>No journal corrections to correct cost allocation.</p> <p>No unapproved Pcard transactions older than 1 month</p> <p>Pcard expenses reviewed as per policy.</p> |
|---|------------------------|-----|--|--|

|   |   |     |   |  |
|---|---|-----|---|--|
| 3 | <b>Funds Management and Admin Support</b> | 20% | <p>Complete and submit necessary forms to create Fund Centres, Cost Centres, Real Internal Orders, and to open and close funds.</p> <p>Ensure accuracy of fund information, fund rules and fund attributes. Assist with ongoing funds clean-up process.</p> <p>Save all signed and approved documentation on the department's shared drive.</p> <p>Critically review journal requests, subsistence and travel claims, and advances and clearing of advances, invoice and receipt requisitions and other assigned UCT admin forms.</p> <p>Ensure own knowledge of UCT's policies and procedures are current and complete.</p> <p>Provide a professional face-to-face (walk-in), telephone and email communication service to faculty clients and serve as the front line for the Senior Finance Office</p> <p>Contribute to maintaining the Policy and Procedure file on the G drive.</p> <p>Co-ordinate the Fixed Asset count process by ensuring departments have received their listings and are meeting their deadlines.</p> <p>Any other duties that may be delegated by line management.</p> | <p>Accurate recording and efficient financial administration.</p> <p>Correct fund numbers, Cost Centres and Rio's used.</p> <p>Efficient filing and control systems in place.</p> <p>Daily processing is completed accurately and promptly and queries resolved.</p> <p>Efficiency and effectiveness is promoted and stakeholders are correctly advised and communicated with.</p> <p>Client queries are dealt with or referred to the correct person.</p> |
|---|---|-----|---|--|

**MINIMUM REQUIREMENTS**

|   |  |       |   |       |
|---|--|-------|---|-------|
| Minimum qualifications  | Grade 12 with Accounting or equivalent bookkeeping qualification.        |       |   |       |
| Minimum experience (type and years)   | 3 years in a financial accounting environment                            |       |   |       |
| Skills  | Proficiency in Microsoft Excel and Word. Excellent communications skills |       |   |       |
| Knowledge   | Proficiency in SAP R3 or an equivalent ERP system                        |       |   |       |
| 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'.) |  |       |   |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence   | Level | Competence                              | Level |
|   | Analytical thinking and problem solving                                  | 1     | Communication                           | 1     |
|   | Building interpersonal relationships                                     | 1     | Planning and organizing/work management | 1     |
|   | Client service and support   | 1     | Quality commitment/work standards       | 1     |
|   | University awareness   | 1     |   |       |