



FINANCE MANAGER: CENTRAL RESEARCH FINANCE

(Payclass 11)

Finance Department

The Finance Department seeks to appoint a Finance Manager in its Central Research Finance (CRF) unit to assist the Director: Research Finance in achieving the strategic goals of the CRF and that of the Finance department (FND). This includes managing the Government Agency Hub within the CRF, managing budgets and audits, developing and/or maintaining a range of analytics, driving or assisting with a variety of research enterprise enabling projects, and managing a variety of stakeholder relationships. When required, the incumbent will also deputise for the Director: Research Finance.

Requirements:

- An appropriate accounting/auditing qualification at NQF7 level and 4 years recent and relevant work experience, OR an appropriate accounting/auditing qualification at NQF6 level and 6 years recent and relevant work experience, OR a matric with 8 years recent and relevant senior work experience with similar/same responsibilities at the level sought for this post, at an organisation of at least similar complexity.
- At least 3 years successfully managing staff at middle to junior level.
- Successfully managing a variety of business processes and activities involving unit operations, accounting, auditing, trouble shooting, reporting, analytics, projects and stakeholder relationships.
- Proficiency in the following areas at the level sought for this post are required: accounting, auditing, people management, project management, MSOffice tools, accounting/ERP and analytics tools, internet & electronic communication, financial and other report writing, presentations, analytical/ problem solving, partnership and team building, effective and assertive communication in all directions and at all levels, and self-management.

The following will be advantageous:

- Sufficient knowledge and insight regarding the financial and research operations of a research intensive organisation of a similar complexity in general and UCT in particular.
- Professional training in accounting and/or auditing fields, especially in the production and review of internally and externally focused financial reports and dashboards, and grantor/grantee audits.
- Advanced analytics skills.
- Excellent collaborative relationship and team builder.

Responsibilities include:

- Manage the Government Agency Hub via the Assistant Finance Manager responsible for the Hub and the rest of the Hub staff.
- Manage and/or administer budget requests and a variety of audits directly or via central and faculty finance staff.
- Develop and/or maintain reports, dashboards and other analytics used to monitor and report on, to provide early alerts and to advise stakeholders, and do follow – ups where appropriate.
- Drive, work on or assist with a range of projects geared towards achieving CRF and FND's strategic objectives whilst appropriately mitigating associated risks.
- Manage stakeholder relationships via regular engagements with both internal and external stakeholders, with appropriate Service Level Agreements where needed and representing CRF at various internal and external forums.

The latest Job Description for this post provides more details and need to be taken into account by all applicants.

The annual cost of employment for 2021 including benefits is between **R 638 396** and **R 751 052**.

To apply, please e-mail the below documents in a **single pdf file** to Mrs. Natasha Khan at recruitment07@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

Telephone: 021 650 3469

Website: www.uct.ac.za

Reference number: E210287

Closing date: 18 August 2021

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.