

NOTES

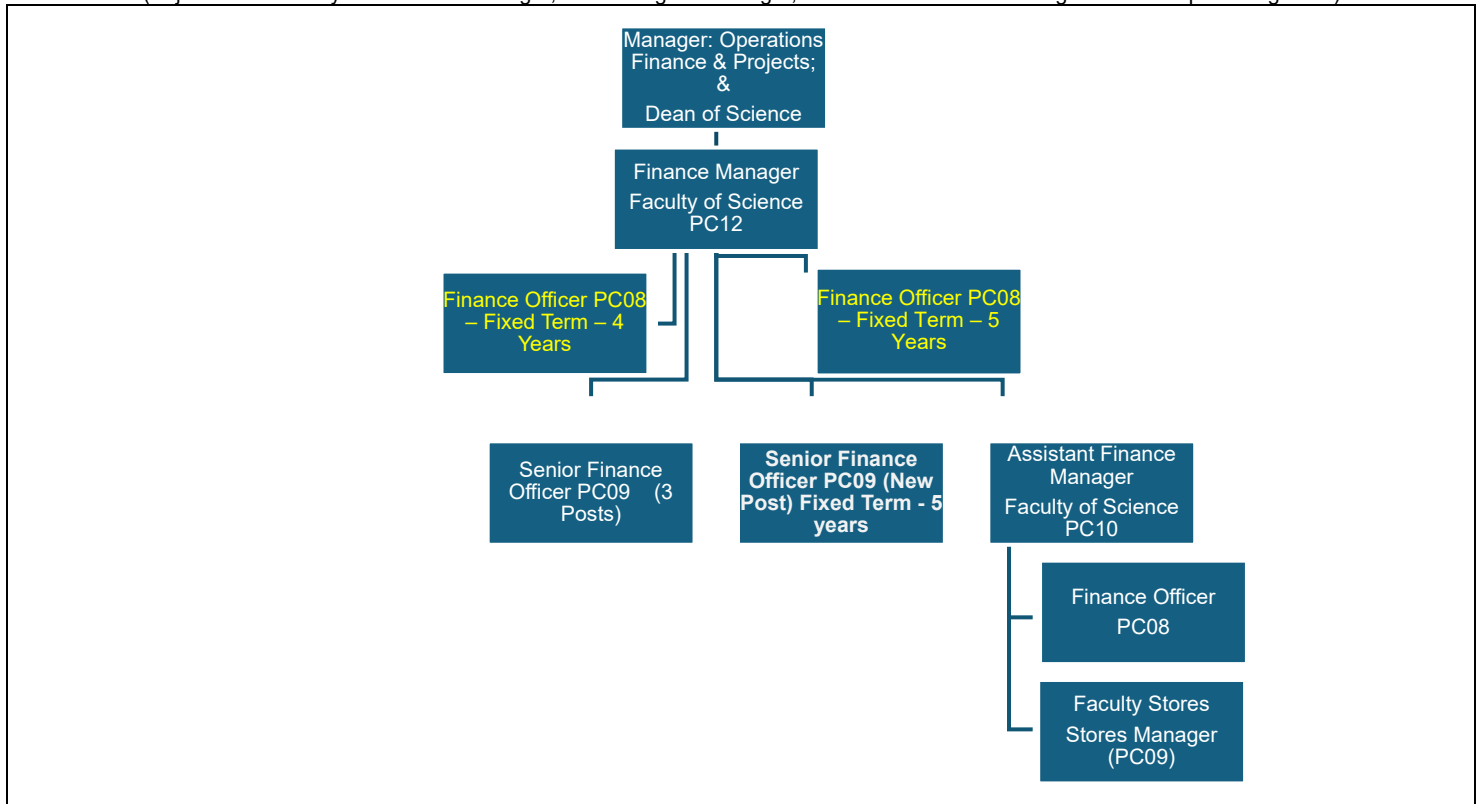
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Finance Officer		
Job title (HR Business Partner to provide)	Finance Officer		
Position grade (if known)	PC 08	Date last graded (if known)	Unknown
Academic faculty / PASS department	Faculty of Science		
Academic department / PASS unit	Faculty Finance Office		
Division / section			
Date of compilation	09 March 2026		

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 Finance Manager, Assistant Finance Manager and other members of the Faculty Finance Team to provide a professional financial administrative support service to the Dean of Science, Faculty Executive, Departments and Research Units.

To assist the Finance Manager to implement and maintain an effective financial management control system especially for Research, General Operating Budget (GOB), Non-GOB and Investments within the Faculty (through planning, budgeting, controlling, monitoring, analyzing, 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 (PPI payments to Students processed by HR) for accuracy, completeness and supporting documents. Ensure the update of the payment schedule for these payments are maintained and submitted to AFM for approval and submission to HR • Ensure the accuracy of fund information and take corrective action where necessary, e.g. budget availability, clearing advances 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 retire • Maintain the Monday Board for assigning daily processing received from Faculty departments and units and ensure timeous assigning to Finance Team members. • Filing • Instant Money 	<ul style="list-style-type: none"> • 48h turnaround time • Duly completed forms with correct supporting documents • 48h turnaround time • Correct routing of documentation for timeous payment • Ongoing • Ongoing • Ongoing • Decrease in inactive open funds • Regular check-in of the submissions of daily processing on the Monday Board. At least twice a day • Proper filing system on shared G Drive and other e-filing folders, especially with MS Teams, at least daily. • Engage with Standard Bank Instant Money platform when a payment voucher initiated by the department is redeemed by the student. Follow-up with department to conclude transaction with GRV process.

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. Number of open funds 5. Debtors Age Analysis 6. Delivery Due list • Assist in the monitoring / coordinating / and preparation of external financial reporting in line with (contract) requirements in relation to research. • Assist with financial year-end procedures regarding 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. Especially monthly in the 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 and external 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 • 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 as they arise

MINIMUM REQUIREMENTS

Minimum qualifications	3-year tertiary qualification with accounting at NQF6 level and 3 years relevant experience, OR Matric with 6 years directly relevant experience			
Minimum experience (type and years)	A minimum of 3 years relevant working experience			
Skills	Knowledge and understanding of financial and management accounting principles; Experience of accounting systems/ software packages including MSOffice (Excel, Word, and Powerpoint) and Internet (email) functionality.			
Knowledge	Experience on an ERP accounting system - 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 'Ability 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 and Follow-up	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	At least on a monthly basis to review activities and be directed in areas of new work that develops especially through the Research medium.
Decisions which can be made	Rejection of documentation for incomplete and incorrect submissions.
Decisions which must be referred	Expenditure that is over the budgeted or not budgeted as well as reckless spending. 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)