



## FINANCE OFFICER (2x POSTS)

(Payclass 08; T2, 4-year contract and T2 5-Year contract)

### FACULTY FINANCE OFFICE FACULTY OF SCIENCE

We are looking for two suitably qualified persons to fill the above position for appointment as soon as possible.

The appointee will be a key member of the Science Faculty Office Finance Team, which provides a professional financial administrative support service to the Faculty Executive, Departments and Research Units.

#### Requirements:

- A 3-year tertiary qualification with accounting at NQF6 level and 3 years' relevant work experience, **OR** Matric with 6 years' directly relevant work experience;
- Knowledge and understanding of financial and management accounting principles;
- Proven computer literacy in the use of MS Office;
- Ability to take initiative, exercise judgement, solve problems, and work accurately and to deadline with minimal supervision;
- A team player with the ability to work independently when required;
- Experience on an ERP accounting system.

#### Advantages:

- UCT finance experience in administration and management of funds;
- A working knowledge of SAP

#### Responsibilities:

- Providing a range of financial administration (performing financial reviews, assisting with financial reports, reconciliations and preparing schedules of financial data) and support services, including reviewing and approving journal entries and other documentation for daily processing;
- Assisting in the preparation of financial reports for Faculty management reports and provide support to external funders and a range of internal clients. Take appropriate follow up action to complete tasks;
- Assisting in completion of project costing templates and providing feedback to researchers;
- Monitoring and controlling accounting transactions across a variety of accounting entities;
- Providing financial advice, training and support to a variety of Faculty clients;
- Filing and archiving of hard copy and electronic data;
- Other tasks and responsibilities as required.

The annual cost of employment, including benefits, is between R457 867 and 538 667.

**To apply**, please e-mail the documents below in a **single pdf file** to [ebrahim.abrahams@uct.ac.za](mailto:ebrahim.abrahams@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A letter of motivation, and
- Curriculum Vitae (CV) clearly listing the subjects completed as part of any formal qualifications.

**Please ensure the title and reference number are indicated in the subject line. In addition, please indicate which position you are applying for i.e. T2 – 4 years or T2 – 5 years.**

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be required to undergo a competency test.

**Telephone:** 021 650 4514

**Website:** [www.science.uct.ac.za](http://www.science.uct.ac.za)

**Reference number:** E26330

**Closing date:** 15 April 2026

*"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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

**The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.**