



NOTES

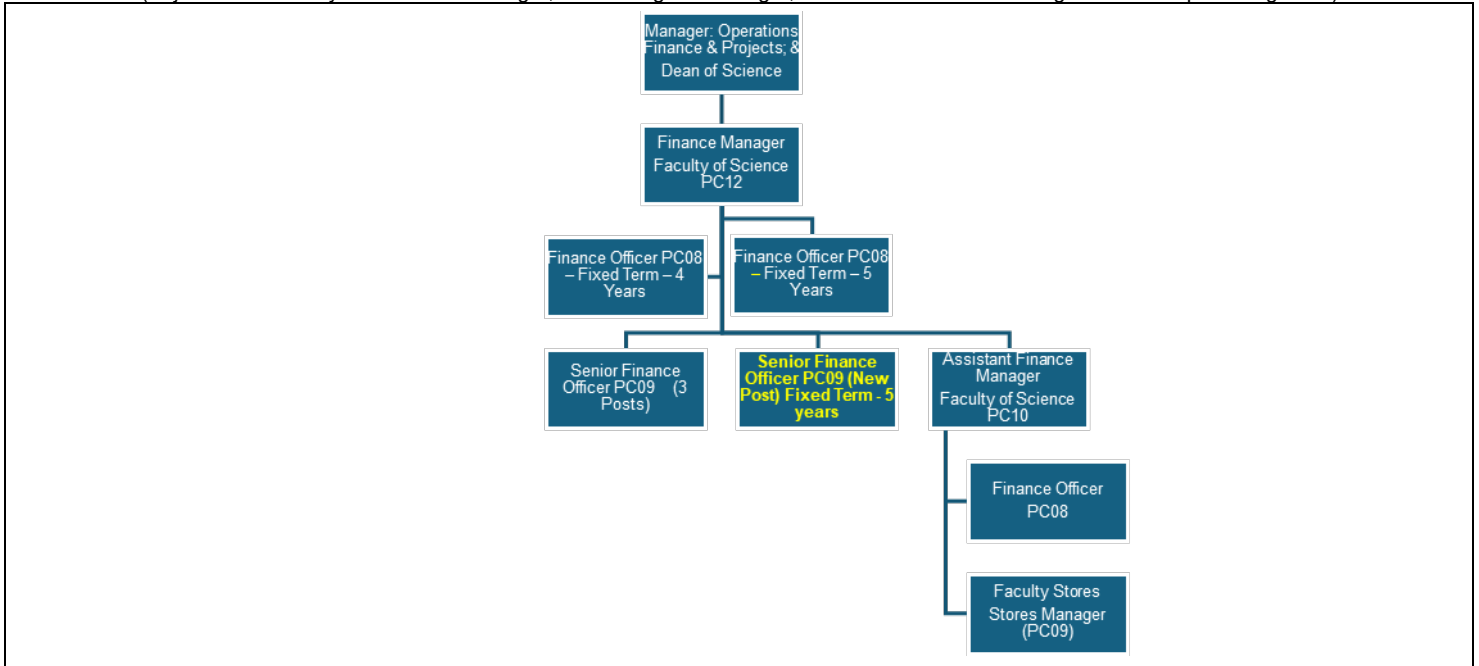
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Finance Officer		
Job title (HR Business Partner to provide)	Senior Finance Officer		
Position grade (if known)	PC 09	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 Investment 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	Funds Management and Revenue Management	20%	<p>Take responsibility for all aspects of funds management in assigned portfolio</p> <p>Maintain such control documents and filing systems as are necessary to ensure completeness and correctness of fund information</p> <p>Prepare and distribute internal reports and interpret the financial data for the purposes of financial control, monitoring the results and following up on problems</p> <p>Open fund centres, funds and cost objects, with the correct rules, attributes and naming conventions and the correct fund-cost object linkages, ensuring that adequate supporting documentation has been provided</p> <p>Monitor and close inactive funds, following up with departments as needed</p> <p>Maintain Faculty Fund Centre, Fund Opening and Fund Closing Registers</p> <p>Inform RC&I of fund number for research contracts</p> <p>Note and communicate funder requirements and restrictions to the Finance Manager, PI and administrators as required at the time funds are opened</p> <p>Monitor funds on an ongoing basis to ensure compliance with funder requirements as well as UCT policies and procedures, and escalate any issues of concern to the Finance Manager</p> <p>Prepare or request journal entries as needed to rectify fund transactions, and provide feedback to PIs and administrators</p> <p>Request and transfer budget to and from Spend & Claim project funds and perform Spend & Claim reconciliations regularly</p> <p>Perform other budget transfers as needed and as authorised. Monitor and reconcile fund balances and deficits on an ongoing basis to ensure that any fund deficits are promptly identified and followed up, and that all fund balances are valid. Pay special attention to uncleared advances and bridging finance transactions.</p> <p>Monitor and follow up on the Age Analysis and Delivery Due lists, release deliverables when they are met, and ensure that dates on deliverables are updated as needed.</p>	<p>There is a strong control environment, and only active funds remain open. Fund balances are valid, and any fund deficits are monitored and followed up regularly.</p> <p>Revenue is managed, so that funders are invoiced promptly, and pay promptly, thus enhancing UCT's cash flow. Unrecoverable amounts are credit-noted, and the Age Analysis reflects meaningful management information.</p> <p>Fund opening documents are processed promptly, and funds are opened with the correct attributes.</p> <p>Funds are closed timeously</p> <p>Fund registers are completed with all relevant information immediately</p> <p>Bursary and other funds are reconciled quarterly, or as agreed</p> <p>Age Analysis lists received from Debtors are followed up with departments monthly, and Credit Note requisitions are requested from departments where there is no prospect of recovering the unpaid amounts</p> <p>Delivery Due reports are run & distributed monthly and followed up where action is necessary.</p> <p>Deliverables are released promptly, and there are no dates in the past</p> <p>PI's and administrators are informed of any issues identified, for their follow-up</p>

2	Financial Statements and Audits	15%	<p>Prepare Financial Statements, which have been reconciled to SAP, for external or internal funders, according to funder requirements and timelines ensuring all Faculty checks are completed and submit for review to the Finance Manager.</p> <p>Ensure that reported fund expenditure is in compliance with funder budgets, procedures and restrictions.</p> <p>Obtain Faculty Finance Manager and PI signature, and save signed statements on Faculty G drive</p> <p>Submit Funder templates including European Commission Form Cs on the ECAS portal for assigned EC projects, after signoff by Finance Manager and PI</p> <p>Assist with preparation of information required for internal and external audits and communicate with various parties as well as the auditors on an ongoing basis throughout the audit period in a professional manner</p> <p>Follow up and advise on any issues identified during preparation of Financial Statements or Audits</p> <p>Provide coaching and training to academics and administrators as required</p>	<p>Relationships with Funders are maintained, and compliance with funder requirements is monitored</p> <p>Financial statements are only sent to funders after Faculty and PI review and signoff</p> <p>Electronic submission of assigned Form C's is completed timeously</p> <p>Audits are completed timeously and efficiently</p> <p>Financial statements & supporting documents are prepared accurately and timeously in compliance with funder rules and requirements</p> <p>Documentation for audit files is prepared to the required standard and timelines</p> <p>PI's and administrators are informed of any issues identified, for their follow-up</p>
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3	Research Contracts Pre-Award Processes including Research Cost Recovery	15%	<p>Prepare and/or assist with preparation of the UCT Research Cost Recovery (RCR) template, which includes the GOB salary recovery for research proposal & contract budgets and prepare documentation for Faculty approval by Finance Manager and/or Dean aspects of proposal & contract budgets and documentation and communicate with PI, administrator and RC&I as required</p> <p>Communicate RCR outcome to the PI, the administrator & the Research Contracts Manager promptly</p> <p>Maintain Cost Recovery Register and ensure recovery of both Cost Recovery and GOB salary recovery (journal entry as required).</p> <p>Monitor accuracy of the contract information recorded on eRA by RC&I, and follow up any discrepancies</p> <p>Monitor accuracy of Research Cost Recovery charged to funds, and prepare correcting entries as needed</p> <p>Provide coaching and training to academics and administrators as required</p>	<p>Compliance with UCT Research Cost Recovery policies and procedures.</p> <p>Efficient and effective RCR process to assist Faculty to meet its annual Cost Recovery revenue targets for GOB Revenue and to minimize queries and comebacks from departments</p> <p>Documentation and budgets are evaluated & supporting documents are collated for Finance Manager and/or Dean review</p> <p>Queries are identified & followed up timeously to ensure Cost Recovery is completed efficiently</p> <p>Agreed RCR outside of the automated Research Invoicing process is recovered by journal entry</p> <p>RC&I eRA database is monitored and corrections are communicated.</p> <p>Academics and administrators understand the need for Research Cost Recovery, and are familiar with the RCR template and pre-award procedures</p>
4	Financial Administration and Support - Daily Processing	35%	<p>Critically review & approve Journal requests, Invoice and Receipt requisitions, Independent Contractor Questionnaires and other assigned UCT Admin forms, such as Subsistence & Travel, Advances or Petty Cash, ensuring that UCT and Faculty policies and procedures are complied with</p> <p>Query or return forms not completed correctly and / or with inadequate supporting documents, and coach administrators how to complete correctly</p> <p>Maintain a system of following up on pending items until completion</p> <p>Escalate any grey areas to Finance Manager or Assistant Finance Manager, or relevant Central section or authority</p> <p>Maintain and file copies of transaction requests for future queries</p> <p>Process intra-departmental budget transfer requests</p>	<p>Daily Processing is completed accurately & promptly, supporting documents are scrutinised and checked for relevance to forms.</p> <p>Queries are followed up promptly, feedback is given where forms are not completed correctly, and pending items are monitored.</p> <p>Grey areas are escalated to FM and/or other authorities for clarity</p> <p>Requests are photocopied and filed in an orderly manner per Faculty requirements</p> <p>Budget transfers and release of deliverables are completed accurately and timeously</p>

			<p>Note that research fund budget transfers and release of deliverables are covered under KPA 1</p> <p>Make suggestions to improve effectiveness and efficiency of daily processing in Faculty Finance Team meetings and/or to Finance Manager</p> <p>Provide a professional walk-in, telephone & email communication service to Faculty academic and administrative clients</p> <p>Coach and provide continuous feedback to fund holders and administrators to assist them to understand and apply UCT's policies and procedures</p> <p>Provide training and feedback to individuals or to the larger Adfin group as required</p> <p>Advise on alternative courses of action, e.g., regarding investment options, and expenditure and revenue transaction options and requirements.</p>	<p>Efficiency and effectiveness is promoted, as stakeholders are correctly advised and communicated with.</p> <p>Risk is managed, as stakeholders are compliant with UCT policies and procedures.</p> <p>Queries are dealt with timeously, in a professional and positive manner</p> <p>Information and feedback are provided to administrators on correct policies and procedures. New and changed policies and procedures are communicated timeously</p> <p>Individual and group training is prepared and presented in an accessible and understandable manner</p>
5	Planning, Budgeting & Reporting, Teamwork and Other	15%	<p>Assist with the co-ordination of the annual planning and budgeting process as required</p> <ol style="list-style-type: none"> 1. Prepare and distribute documentation and other information 2. Arrange and attend meetings 3. Minute meetings, action follow up items, and distribute follow up documentation <p>Capture budget data on SAP CO and prepare reports, supporting schedules and reconciliations to support the annual planning and budgeting process.</p> <p>Support SFO's and AFO's workflow in time of absence</p> <p>Participate actively in Faculty Finance Team to contribute to an effective team</p> <p>Any other duties that may be delegated by line management from time to time</p>	<p>Budget templates and files are prepared accurately & timeously</p> <p>Notes are made of outcomes at meetings</p> <p>Points for follow up are actioned within agreed timeframes</p> <p>Budgets are efficiently and accurately captured on SAP CO</p> <p>Cover is provided during absence of team members</p> <p>Engage positively with team members and establish good working relations.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	An accounting degree (BCom or equivalent) at NQF7 level and 3 years' relevant work experience, OR a 3-year tertiary qualification in accounting/management accounting at NQF6 level and 4 years' relevant work experience;			
Minimum experience (type and years)	A minimum of 3 years relevant working experience			
Skills	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 Analytical thinking & problem solving			
Knowledge	Knowledge and understanding of financial and management accounting principles; <ul style="list-style-type: none"> Proven computer literacy in the use of MS Office; Related experience on SAP – 2 years 			
Professional registration or license requirements	Client service & support			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Coaching / Developing Others			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking & problem solving	3	Results Focus	3
	Stress Tolerance	3	Planning & organizing / work management	2
	Leadership - Client service & support & Building Interpersonal relationships	3	Teamwork	2
	Coaching / Developing Others	2	Decision making/Judgement	2
	Communication and Follow-up	3	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	To provide appropriate financial management and support services to the departments administrators, Researchers and HoDs including all related stakeholders in Research administration and general staff in accordance with University requirements, policies and procedures.
Amount and kind of supervision received	The first three months will provide good training and understanding of processes and established methods of working in the position. The incumbent is expected to operate independently after initial training and support supervision.
Amount and kind of supervision exercised	No supervision of staff. Provides research support and administrative guidance to departments on research related issues.
Decisions which can be made	To provide appropriate financial administration, management and support services to the Financial Manager, Faculty departments and Research sectors within the University.
Decisions which must be referred	<ul style="list-style-type: none"> Expenditure that is over the budgeted or not budgeted as well as reckless spending. Issues of staff discipline. Risk / mitigation exposure.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Finance Department, Faculty of Science, Internal Auditors and the broader UCT community.
External to UCT	Vendors, suppliers, Donors/Funders, External Auditors and all other external stakeholders.