HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

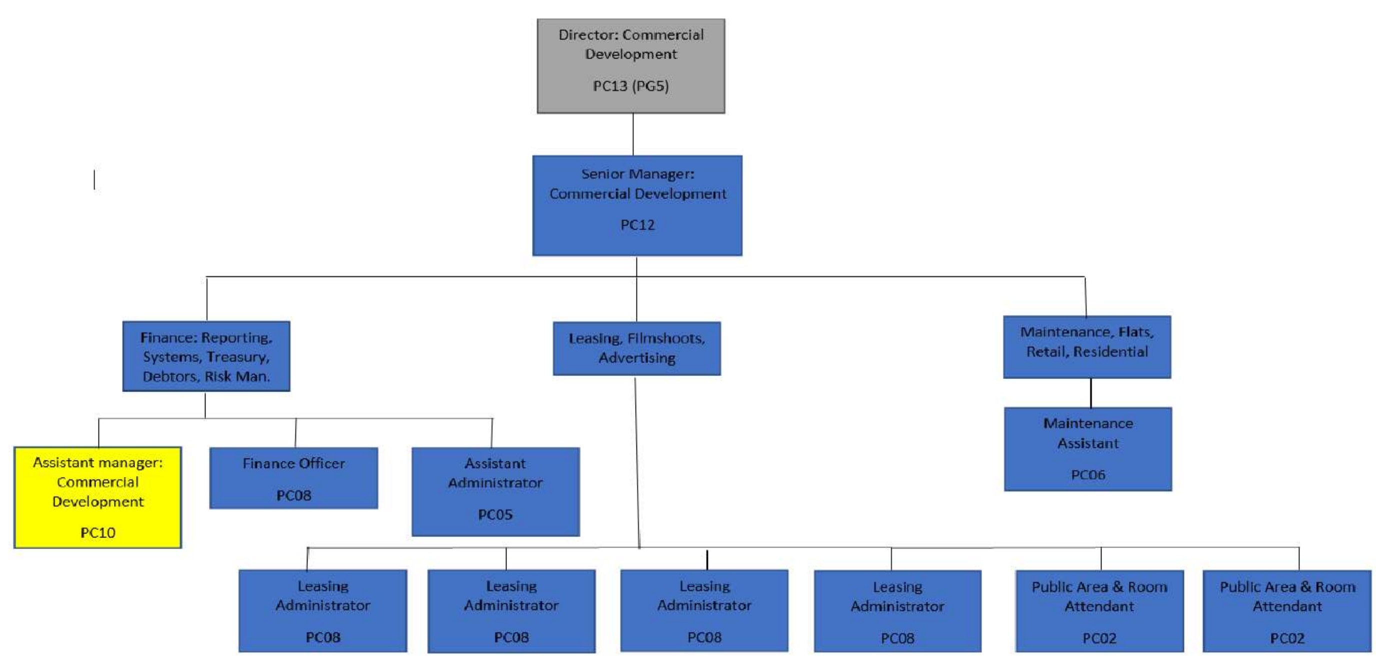
NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Assistant manager: Commercial development		
Job title (HR Practitioner to provide)	Assistant manager: Commercial development		
Position grade (if known)	10	Date last graded (if known)	September 2017
Academic faculty / PASS department	Finance Department		
Academic department / PASS unit	Commercial Development Department		
Division / section	Commercial Development Division		
Date of compilation	2 November 2019		

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 provide appropriate support to the entire Commercial Development Department on financial and operational matters.

This role is also responsible to assist with accounting functions (planning, budgeting, reporting, controlling and monitoring) and to provide an administrative support service to the Manager: Commercial development in relation to financial processes and practices coordinated within the Commercial Development Department.

To provide appropriate Financial Management and Support services to the Director: Commercial Development and Senior Manager: Commercial Development and general staff within the Department.

CONTENT

	Key performance areas	**% of time spent**	**Inputs** (Responsibilities / activities / processes/ methods used)	**Outputs** (Expected results)
1	Planning & Budgeting	25%	• Assist with the preparation, consolidation and review of plans and budgets for the Commercial Development Unit (Operational, Capex and Projects) • Assist with the preparation and review of annual budgets as well as financial reports • Provide assistance to staff regarding general budgeting and financial reporting needs. • Provide the Director: Commercial Development and Senior Manager: Commercial Development with relevant and timely strategic and operational financial management information	• Financial plans are submitted on time and standards are met. • Budget and planning information is consistent, appropriate and complete. • Relevant and timely strategic and operational financial management information • Reporting includes all Commercial entities within the department
2	Financial analysis, evaluation and reporting.	35%	• Assist with the preparation of periodic (monthly, quarterly and annual) management accounting reports and project reports. • Obtain input and commentary on performance, progress and reasons for variances, where relevant • Ensure that reconciliations and controls are performed. • Ensure all funds are viewed on a regular basis and that and that fund deficit balances are managed/cleared	• Management accounting reporting deadlines and standards are met • All transactions processed within the Accounts Department comply with UCT's financial policies and regulations • Effective financial control systems are in place for all Commercial units • Debtors reports, financial reports, KPI dashboards
3	Financial administration, control and risk management	30%	• Ensure that funds and cost centers are set up and maintained to support the Department's operations and specific requirements. • Create, implement and monitor processes and procedures around the creation of monthly forecasts. • Implement corporate governance procedures, risk management and internal controls. • Advise staff on all aspects of financial policy and control. • Ensure that proper financial systems and controls are in place to manage payments to staff /suppliers/vendors. • Monitor spending and effectiveness of financial control.	• Compliance with financial policy, processes and procedures • Internal control systems are established, including a KPI dashboard for management • Corporate governance procedures in place • Effectiveness and efficiency of proposals/improvement plans • Proper systems and controls in place to ensure effective and efficient fiscal discipline • Funds are not in deficit advances are cleared and the necessary actioned • Accurate and current asset lists for the Commercial Development Department

			• Perform investigations regarding effectiveness and/or efficiencies within the Department and report these to the Senior Manager: Commercial Development. • Ensure integrity and accuracy of financial systems and processes. • Identify potential risk areas and make recommendations • Perform above duties for all newly established commercial entities	
4.	Leadership, Staff Development and Transformation	5%	• Promote ethical behavior • Maintain Finance Values • Change Management • Adherence to the Codes of Conduct of UCT and Finance Dept. • Conduct Performance Management	• Relevant documentation is correctly completed, signed off and processed • Staff are managed and developed • Tasks and outputs are appropriately planned, delegated, reviewed and delivered • Facilitate team meetings to transfer knowledge
5.	Ad Hoc	5%	• To assist with leasing and administrative duties or business from time to time • To assist with ad hoc projects from time to time as required by the department and line manager	• Attention to detail • Communication skills

MINIMUM REQUIREMENTS

Minimum qualifications	A 3 year tertiary level qualification (NQF7) in accounting or management accounting OR, If qualified by experience, a minimum matric (NQF4) plus eight years relevant working experience within a similar environment
Minimum experience (type and years)	A minimum of three years post qualification experience in the field of finance in a large or medium size organisational environment, with exposure to various aspects of finance and management accounting. As well as a minimum of 12 months experience in an Events or Conference Company.
Skills	• Possess a high level of honesty and integrity • Ability to multi-task, prioritise work appropriately • Attention to detail, report writing, good presentation skills and uncompromising attitude to meeting deadlines without sacrificing quality • Proven computer literacy in the use of MS Office and advanced Excel
Knowledge	A broad knowledge and understanding of financial and management accounting principles, with proven high level analytical and interpretive abilities
Professional registration or license requirements	n/a
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	• Professionalism • Honesty and Integrity • Teamwork

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem solving	2	Results Focus	2
	Stress Tolerance	2	Written Communication	2
	Decision Making	2	Professional Knowledge	2
	Quality Commitment	2	Impact/Influence	2

SCOPE OF RESPONSIBILITY

Functions responsible for	• Financial planning and budgeting • Financial analysis, evaluation and periodic reporting • Financial Administration, financial control and risk management • Transactional and administrative monitoring and risk assessment
Amount and kind of supervision received	Minimal as this is a senior level post and the incumbent is expected to operate independently and with minimal supervision.
Amount and kind of supervision exercised	To provide guidance and direction to the Finance Officer
Decisions which can be made	To provide appropriate financial management and support services to the Commercial Development Department in accordance with University requirements, policies and procedures.
Decisions which must be referred	• Expenditure that is over the budgeted amounts and reckless spending. • Risk / mitigation exposure.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Finance Department, Internal Auditors and the broader UCT community.
External to UCT	Vendors, suppliers, External Auditors and all other external stakeholders.