

JOB TITLE	Senior Financial Administrator (Institutes)	GRADE	10
POSITION CODE	50001386	OFO CODE	
DIVISION	Finance Division	INCUMBENT	
SUPERVISOR/MANAGER	Assistant Manager: Research Finance	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council Funded	DATE APPROVED	19 May 2016 (SR) Updated 7 December 2023 (HS) Updated 18 June 2024

MAIN JOB OBJECTIVE/S

The purpose of this job is to support the Manager: Institutes and Contracts office of Research Finance in providing seamless financial administrative processes to support researchers and directors of Institutes and self-funded Units. Aspects would include: -

- Financial administrative support to researchers in academic departments and Institutes, who have been awarded various research grants and project funding.
- Timeous production of accurate financial reports, prepared on the basis on Generally Accepted Accounting Practice (GAAP) and International Accounting Standards (IAS), in accordance with funders specified requirements.
- Supporting the manager by implementing the various funding mechanisms and claiming cycle processes required in managing the various income streams.
- To keep abreast of VAT and Tax legislation, in order to ensure the correct vat treatment of externally funded projects, thereby maximising the cash-flows of research projects.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
ADMINISTRATIVE RESPONSIBILITIES – 40%	<ul style="list-style-type: none"> • Planning of workflows in their assigned area of responsibility. • Scrutinising legal documentations linked to externally funded projects, grants, contracts and donations to ascertain requirements of funders and grant holders making note of duration of project, budget allocations, reporting time frames, guidelines and VAT treatment. • Opening of projects and awards in the Oracle (Fincore) cloud-based system for the various contracts and grants awarded, and making the necessary amendments to such accounts, as required. • Processes: Assisting Manager/Assistant Manager: Research Finance in facilitating ongoing improvements and refinement of various financial and administrative processes

	<ul style="list-style-type: none"> • Designing of relevant financial report templates based on funders' financial reporting requirements. • Issuing of Tax Invoices: • On-line bank releasing of EFT & BCP payment batches. • Authorised payment banking signatory designated as a Category "D" based on Resolution signed by Council. • General administrative processes: <ul style="list-style-type: none"> ✓ Maintenance of database with award details and record of all financial reporting deadlines. Monitoring of database for completion of all requirements, with follow through to researchers when deadlines not met. ✓ Verifying the appropriateness and accuracy of local and foreign payment requests, fund advance requests, petty cash claims, internal charges, temporary salary payments, fixed term externally-funded HR appointments, consultants' payments, journals and transfers between running and investment accounts for area of responsibility. ✓ Monitoring of the general administration processes of each project. ✓ Assisting the Manager/Assistant Manager: Research Finance in formulating and implementing procedures to facilitate the resolution of queries. ✓ Implementation of the scholarship and post-doctoral fellowship payment processes.
FINANCIAL ACCOUNTING – 45%	<p>Preparation of financial statements in accordance with the reporting requirements of SA and International funder organisations. These statements pertain to the following areas:</p> <ul style="list-style-type: none"> • Research Institutes, teaching & Community-based units and Performing Arts affiliates. • Private SA Foreign Grants and Donations of Departmental Researchers. • Contracts <p>Short Courses</p> <ul style="list-style-type: none"> • Producing of financial statements at the end of each short course held. <p>Consolidated Statements</p> <ul style="list-style-type: none"> • Consolidated statements of all projects belonging to each Institute, Affiliate and Unit, are to be produced on an annual basis, consolidating all types of income and expenditure into a single comprehensive report. <p>Conferences</p> <ul style="list-style-type: none"> • Financial reports at the end of each conference. <p>General</p>

	<ul style="list-style-type: none"> • Management Reports: Produce regular interim reports to inform holders of funding of the project spending status. • Assist the Assistant Manager: Research Finance in preparation of specialised multi year award reports and preparation for external audit.
LIAISON & SERVICE – 15%	<p>The job incumbent is required to interact with the university's researchers, their administrative assistants, Project Managers and Personal assistants, the Director of Research and staff in the research office, as well as with officials of external funding bodies.</p> <p>This includes: -</p> <ul style="list-style-type: none"> • Providing information to assist researchers with their funding queries and in providing financial advice on Vat and income tax matters. • Liaison with the Research Office in order to resolve queries relating to contracts. • Dealing with financial queries from funders and external auditors. • Facilitating meetings between researchers and finance managers. • Dealing with financial queries from funders and external auditors. • Liaison with Postgraduate Financial Aid Officer on processing of postdoctoral fellowships, postgraduate scholarships and bursaries.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Grade 12 or equivalent PLUS approximately 4 years' relevant experience, where such experience must include:

- Previous experience in a pressurized accounting administrative environment where there were multiple demands and tight deadlines
- Previous experience in working in a computerized accounting environment
- Previous experience in preparation of financial reports for audit and/or submission to external parties
- Previous experience in research grant financial administration would be an advantage
- Studies towards a post matric or post matric qualification in a relevant field will an advantage

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

PROFESSIONAL COMPETENCIES OR TECHNICAL SKILLS

- A thorough understanding of accounting principles, with the ability to produce financial statements, in various formats & currencies, as required by the various funders, taking into consideration GAAP & International Accounting Standards
- Knowledgeable of the latest Company Law
- A thorough understanding of the requirements of the VAT ACT & its application in a University environment
- An understanding of the income tax act, especially where it relates to payments for services rendered, independent contractors, personal service companies
- The ability to read & interpret the terms of research & educational contracts & fulfil the university's financial obligations contained in these contracts

PEOPLE AND COMMUNICATION SKILLS

- Ability to communicate effectively both verbally and in writing in English
- Ability to communicate in other official languages is desirable and will be an advantage
- Sound interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and backgrounds

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email
- Critical administrative skills include good organisational and planning skills as well as problem-solving, time-management skills and the ability to make sound decisions
- High level of efficiency, accurate, with the ability to be meticulous, focused & involved with the detail.
- Problem-solving skills: logical and analytical
- Basic budgeting skills with sound numerical ability

STAFF COORDINATION (not supervision)

- Ability to schedule and allocate work amongst staff
- Ability to motivate the staff and develop a positive and productive work climate
- Ability to monitor the quality of work and report problems to the Supervisor/Line Manager

WORK BEHAVIOURS

- Strong service ethic with a track record of continuous improvement
- Able to work independently as well as a member of a team
- Actively seeks feedback
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution
- Professional and able to produce work of a high quality
- Shows initiative
- Able to manage multiple demands
- Able to work under pressure

PEOPLE MANAGEMENT RESPONSIBILITIES – NUMBER OF DIRECT AND INDIRECT REPORTS

None

FUNCTIONAL RESPONSIBILITIES

PLANNING

- (i) What is the longest (macro) period that the jobholder has to plan ahead?
1 months
- (ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?
1-2 weeks

ADDITIONAL INFORMATION

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

112

Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director People and Culture or the Senior Manager: Specialist HR Services.