



NOTES

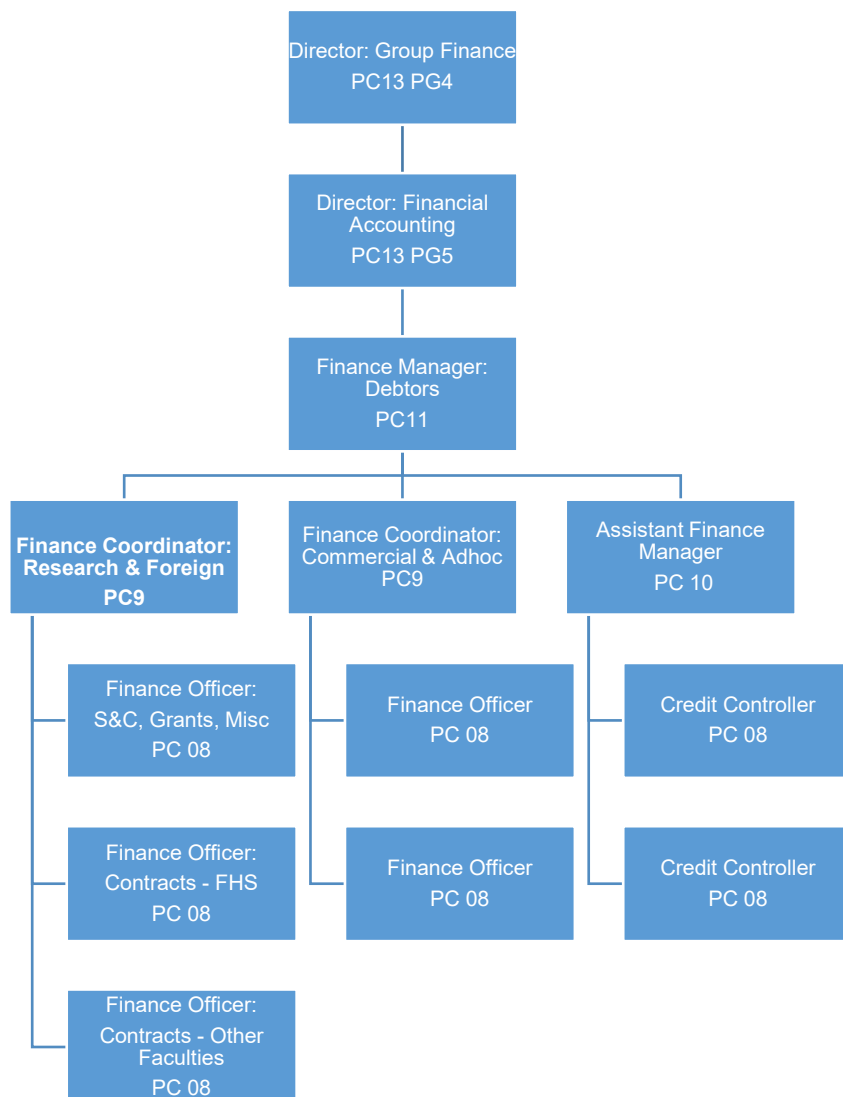
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Finance Coordinator: 2 posts (Research & Foreign) and (Commercial & Ad hoc)		
Job title (HR Practitioner to provide)	Coordinator		
Position grade (if known)	9	Date last graded: (if known)	January 2020
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Finance		
Division / section	Debtors		
Date of compilation	August 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 assist in the smooth operation of the Debtors Department by doing the following:

- Assist the Finance Manager: Debtors with the creation and maintenance of good quality debtors and with overall financial operation and administration of UCTs revenue.
- Co-ordinate and manage the Research & Foreign and/or Commercial & Ad hoc portfolio within Debtors.
- Co-ordinate the local and foreign invoicing and revenue recognition of the University from invoice and receipt requisitions, contract agreements, spend and claim, clinical trials, grants and miscellaneous activities.
- Co-ordinate sales order processing and timely revenue recognition of contractual agreements and leases from the Research Contracts & Innovation Office (RC&I) and Commercial Development, as per milestones set and completion of deliverables, within timeframes and deadlines of agreement.
- Co-ordinate the update of master data and customer details, contact details, email addresses, VAT registration, Principal Investigator and or Fund holder on the SAP SD/AR financial system.
- Co-ordinate local and foreign currency receipting and allocation of exchange rate differences and levies.
- Reconcile respective local and foreign banking general ledger accounts ensuring allocation of unidentified amounts, customer foreign currency (cfc) draw down amounts and suspense amounts.
- Provide validation and verification of documentation and information, to maintain an effective financial control system and ensure that accurate financial transactions are processed in accordance with UCT policies, procedures and statutory requirements.
- Perform the function of a specialist in invoicing and foreign receipting within Debtors and provide a quality and informed service to the UCT community.
- Provide ERP systems user testing for new functionality, enhancements and upgrades; input and participation to identify problem areas and seek ongoing improvements to service levels and better use of technology.
- Act as a backup within Debtors portfolios for the Finance Coordinator of Research & Foreign and/or Commercial & Ad-hoc.
- Assist in the general operations and overall efficient functioning of the Debtors' Office.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Financial coordination - Master data - Sales orders - Invoicing - Credit notes	40%	- Co-ordinate and manage the respective portfolio of Research & Foreign and/or Commercial & Ad-hoc. - Co-ordinate the local and foreign invoicing and revenue recognition of the University from invoice and receipt requisitions, contractual agreements and leases, spend and claim, clinical trials, grants and miscellaneous activities. - Co-ordinate sales order processing and timely revenue recognition of contract agreements on signature, from Research Contracts & Innovation Office (RC&I), and/or Commercial Development as per milestones set and completion of deliverables, within timeframes and deadlines of agreement. - Co-ordinate, maintain and update portfolio master data and customer details, contact details, email addresses, VAT registration, Principal Investigator and or Fund holder on SAP SD/AR financial system. - Provide validation, verification and quality assurance of documentation for completeness, adequate support and information, signoff and authorizations, before and after processing. - Co-ordinate the validation of requisitions and documentation on research system database, with respective contract agreement, project, clinical trial, spend and claim. - Validate and verification of correct VAT allocation, material codes, general ledger accounts, cost centers, fund accounts, project numbers, currencies, exchange rates, research and indirect staff cost levies. - Liaise and follow-up with the Central Research Finance Manager and Finance Systems Helpdesk to query status, access and availability control of funds. - Validate and verify proforma invoices, when required and issued. - Maintain, file and archive completed documentation and supporting information.	- Documentation is fully complete before it is processed. - Adequate signoff as per delegated authority. - Accuracy of processes and correct posting. - Avoid duplications, unnecessary credit notes and re-invoicing. - Prompt capturing, validation or verification. - Meet turnaround times and deadlines. - Plan and prioritize tasks. - Timeous distribution and emailing of invoice and credit notes done to customers and stakeholders. - Valid invoices are created with correct VAT registration, addresses and contact information. - Master data are updated on ongoing basis. - Up to date correspondence updated to SAP notes to assist with follow up and debt collection. - Documents are appropriately filed and stored for easy retrieval for statutory and audit compliance.

2	Financial control and accounting allocation	30%	• Co-ordinate local and foreign currency receipting and accurate allocation of exchange rate differences and levies. • Reconcile respective local and foreign banking general ledger accounts, allocating unidentified amounts, customer foreign currency (cfc) draws down amounts and suspense amounts. • Allocate and clear identified deposits and payments received to the correct Debtors' customer accounts in SAP. • Allocate local and foreign payments received to respective invoices outstanding or new invoice requisitions with correct calculations and currency conversions. • Verify currency, exchange rates, research and indirect staff costs levies, when receiving foreign receipts with amount and price discrepancies. • Allocate foreign currency exchange rate differences, gains or losses to the correct faculty and department general ledger, cost center and fund accounts. • Monitor daily overnight update of foreign exchange transactions and differences via SAP interface to fund accounts and log discrepancies with ICTS when they occur. • Trace and follow up on unidentified receipts and deposits with various stakeholders for supporting documentation and proof of payment.	• Allocate and clear amounts with 100% accuracy. • Clear within 30 days of receipt. • Meet month end and year end deadlines. • Adherence to UCT policy and procedure and internal controls.
3	Stakeholder relationship and reporting	10%	• Adhere to and execute roles and responsibilities and expectations of stakeholders, as per service level agreements and policies and procedures. • Liaise and provide relevant information and documentation to departments, faculties and auditors. • Advise and respond to queries efficiently and timeously. • Liaise and communicate with customers, clients and internal and external stakeholders across all levels. • Facilitate teamwork and collaboration with all Debtors staff to deliver an efficient and professional service from the department. • Attend and provide input at meetings, forums and induction of faculty administration staff. • Escalate queries that fall outside of this positions ambit. • Report in an appropriate way for different audiences. • Update and provide various schedules, progress reports, statistics and information to line management.	• Monthly, quarterly and yearly intervals, or when requested. • Compliance to controls and statutory requirements. • Prompt, professional communication. • Queries are resolved satisfactorily and timeously. • Plan and prioritize. • Follow up and provide regular feedback until resolved. • All correspondence, progress and follow-up is noted and updated on SAP system notes, fn-debtors1@uct.ac.za email and query log, until resolved. • Professional and excellent customer service is provided. • Clients & stakeholders receive correct and up to date information. • Accurate and timely reporting. • Stakeholders are kept informed of potential risks and risk is mitigated timeously.

4	Staff leadership and management	10%	• Direct line management and supervision of finance officers within the portfolio. • Ensure staff are appropriately skilled and trained for best performance in their roles. • Conduct Development Dialogue and monitor staff performance to ensure regular feedback and the necessary corrective action is taken for excellent performance. • Manage staff leave within the unit/portfolio.	• Staff have the necessary competencies for their portfolio. • Staff achieve their key performance objectives. • Team spirit remains high. • Staff are well trained and equipped to meet the performance standard expected.
5	Systems, support and general	10%	• Provide SAP user testing as required for enhancements and system upgrades. • Provide advice, support and training when required, of internal debtors and finance department staff relating to research invoicing portfolio and in- particular, when dealing with foreign currencies and foreign exchange differences, gains or losses. • Act as a backup within Debtors portfolios for the Finance Coordinator of Research & Foreign and/or Commercial & Ad-hoc. • Deputize for the line manager, as and when required. • Carry out/perform any other duties/tasks which may be delegated or requested by the line manager as and when required.	• Test new functionality, problem areas and participate in upgrade to seek for ongoing improvements to service levels and better use of technology. • Analytical and problem-solving ability. • Functional support and advice provided as required. • Smooth operational efficiency.

MINIMUM REQUIREMENTS

Minimum qualifications	- A National Diploma or an equivalent accounting qualification (NQF6), plus at least three years' recent and relevant work experience in Finance and/or Debtors / Accounts Receivable functions with similar responsibilities at the required level sought for this post. OR - If qualified by experience, then a minimum of matric (NQF4), accounting plus five years' recent and relevant work experience in related Finance and Debtors / Accounts Receivable functions with similar responsibilities at the required level sought for this post.			
Minimum experience (type and years)	- Included in the above, depending on qualification. 3 to 5 years working experience in an ERP system environment, in a medium to large organization.			
Skills	- Effective interpersonal, oral and written communication skills. - Planning, organizing and problem-solving skills. - Ability to work in a highly pressurized environment dealing to large volumes and tight deadlines. - Meticulous approach and attention to details. - Ability to multitask and work accurately with minimal supervision. - Strong sense of client-focus and service orientation. - Ability to work as part of a team and on an individual basis, use initiative, and be flexible. - Proven computer literacy in the use of MS Office at an intermediate level. - Confidentiality and commitment appropriate to this position. - Possess a high level of honesty and integrity in handling cash and or finances.			
Knowledge	Knowledge of accounts receivable functions, statutory and audit compliance and related finance policies.			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	- Possess a high level of integrity and honesty. - Adaptable, flexible, professionalism.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	University Awareness	2	Client/customer/stakeholder support	3
	Work standards	3	Interpersonal relationships	3
	Communication (written and verbal)	3	Accuracy and attention to detail	3
	Teamwork	3	Analytical thinking	3
	Planning and organizing	3	Problem solving	2
	Honesty and integrity	3	Stress tolerance	2
	Information management	2	Follow up/ results focus	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Minimal in respect of work delegated or assistance needed, expected to use own initiative to get tasks requested done or know when to revert with a query.
Amount and kind of supervision received	Limited to doing tasks as requested from time to time by the management team and or other management staff in the Finance Department. Weekly review of completed tasks, accuracy and SLA deliverables
Amount and kind of supervision exercised	Decisions pertaining to job and how to carry out tasks.
Decisions which can be made	Decisions that require further input and /or authority regarding maintenance and related tasks. Within UCT, Finance and Debtors department internal control processes, procedures, policies and guidelines

Decisions which must be referred	Minimal in respect of work delegated or assistance needed, expected to use own initiative to get tasks requested done or know when to revert with a query.
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CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff in Faculties and other UCT departments and within Finance Department (Faculty Finance, Central Finance, Treasury, Foreign Payments, Research Finance), ICTS and the broader University community.
External to UCT	Local and international clients, donors, funders, institutions, private and public entities, Bank (Standard Bank International Division), local and international supplier vendor (Example: Ariba & GSK)