



FINANCE COORDINATOR (2 POSITIONS)

(Payclass 09; Permanent)

DEBTORS FINANCE DEPARTMENT

The University of Cape Town (UCT) is seeking to appoint 2 x Finance Coordinator- one post each in the respective units of: 1) Research & Foreign) and 2) Commercial & Ad hoc in the Debtors section of the Finance Department. The main purpose of these positions is to assist the Finance Manager: Debtors with the creation and maintenance of good quality debtors; co-ordinate and manage the respective units for the local and foreign invoicing and receipting; and to co-ordinate the sales order processing and the timely revenue recognition.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 07 November 2025

Reference:

ID 1164

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.hr.uct.ac.za/hr/policies/employ_equity

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.

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