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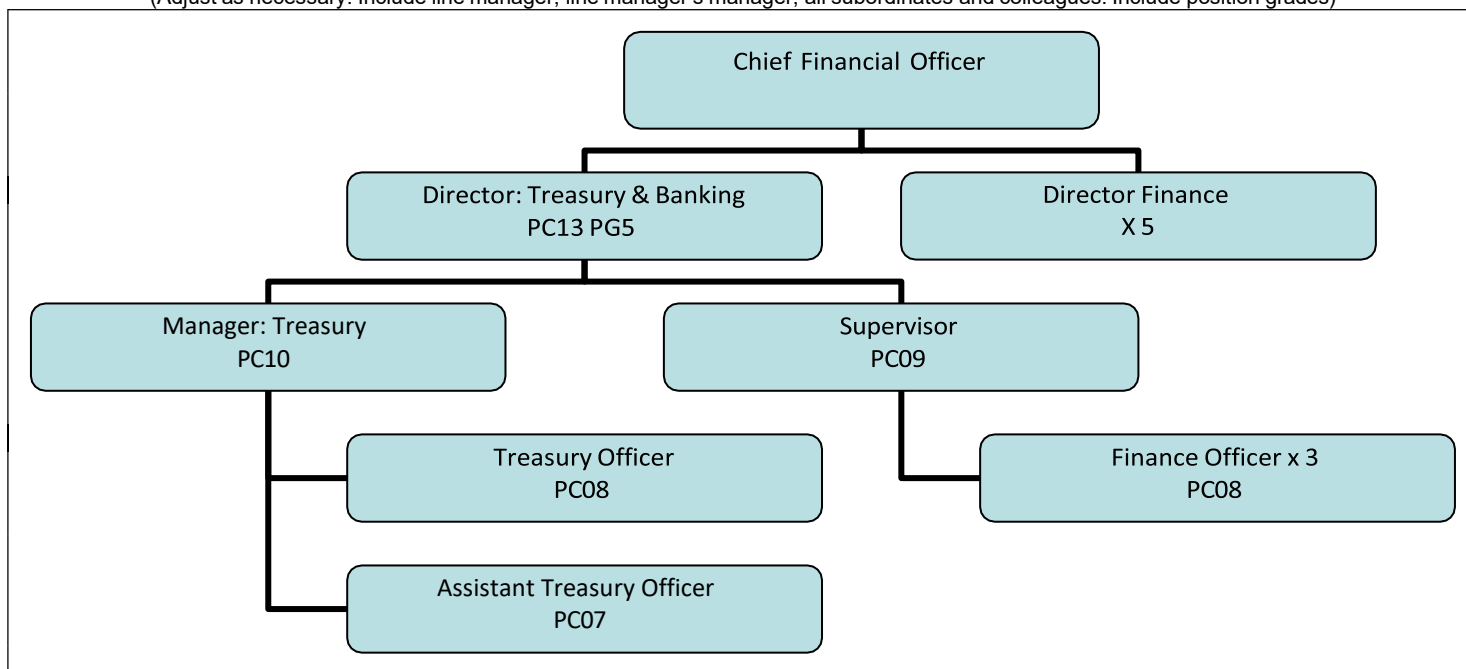
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Director: Treasury Services		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC13 PG5	Date last graded (if known)	2016
Academic faculty / PASS department	Finance		
Academic department / PASS unit	Treasury Services		
Division / section			
Date of compilation	2016, reviewed 2025		

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 manage UCT's cash and investments, banking and treasury functions and service the UCT Joint Council/ Foundation investment Committee. In addition, the investment strategies of the Committee need to be managed in conjunction with specialist external service providers and actuaries. This position is responsible for planning, coordinating and directing the activities and operations of the Treasury and Banking Services Department in providing banking and investment services to all UCT departments and faculties.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategic Financial Leadership	30%	- Develop, implement and manage cash and banking strategies including policy compliance and review - Manage placing free cash in investment and cash portfolios by reviewing the daily cash budget for UCT. - Review cash to equity ratio using 30/70 rule. - Assess cash requisitions across UCT and evaluate needs. - Manage and facilitate the cashless funds system for all sectors at UCT. Ensure that UCT achieves optimal returns on call monies and investments as per approved strategies. - Manage banking costs on cash advances. - Manage banking costs on cash deposit fees. - Manage the requisition of bank accounts for UCT. - Manage, monitor and report on cash losses and fraud. - Develop, implement and manage strategies for investment portfolio requisitions from internal UCT departments and faculties. - Assess investment requisitions for the respective UCT portfolios (UCT Endowment, Number 2 and Cash) against the approved Investment policy	- Optimal returns on call monies and investments are achieved. - Banking costs on cash advances are managed according to UCT policy and procedures. - Banking costs on cash deposit fees are managed according to UCT policy and procedures. Bank accounts for UCT are managed correctly and risk is mitigated. - Cash losses and fraud are managed and monitored. Appropriate placement and investment of funds in light of objectives and outcomes. - Monthly/ yearly interest rate distributions and calculation of unspent units for re-capitalization are computed.
2	Treasury and Banking Liaison	25%	- Manage Treasury and Banking transactional activities and reporting into SAP for financial reporting. - Integrate SAP bank control accounts into Cash management system for monthly recons. - Align bank Host to Host in SAP production for e-bank statements and effective FICA controls. - Document e-investments fund files.	- Maintain the high level of compliance required on bank accounts and investment portfolios. - Mitigate all risks associated with treasury and banking. - Manage retrieval of and accounting for all investments and bridging loans.
3	UCT/ Foundation Investments	10%	- Manage UCT/ Foundation Investment portfolios. - Implement investment requisitions as determined by the Joint Investment Committee (JIC). - Ensure that all investment contracts and agreements are aligned as per portfolios. - Review management fees on respective portfolios and ensure they align to agreed contracts. - Maintain all records pertaining to investments and memorandums as per minutes/decisions of the Joint Investment Committee (JIC). - Maintain all records pertaining to investments and memorandums as per minutes/decisions of the University Foundation.	- Investment portfolios and mandates are evaluated as determined by the Joint Investment Committee (JIC). - The Joint Investment Committee is serviced efficiently and professionally. - The University Foundation Trustees Meeting is serviced efficiently and professionally .. - Information prepared and extracted for External Audit for financial evaluation and reporting

4	Stakeholder Relationship Management	10%	• Manage relationships with internal and external parties such as Banks, Investment Fund Managers and external Financial Service Consultants • Serve as liaison/contact person in providing access to information for implementation of strategies and appointment of signatories to the various funds. • Liaise with Financial Service Consultants to assess market results and relevant information. • Ensure compliance with mandates. • Ensure investment returns align to mandates and fees. • Represent finance on various committees e.g. Joint Investment Committee.	• Compliant with mandates. • Investment returns are aligned to mandates and fees. • Relationships with stakeholders are established and maintained. • Representation of Finance at all relevant committees/forums.
5	Management of bank accounts on behalf of UCT, Research collaborators and Treasury Key Performance Indicators.	10%	• Manage bank accounts on behalf of UCT and Research collaborators by operating customer foreign currencies accounts (CFC) and determine internal foreign currency hedging for respective foreign based payments. • Evaluate contracts with project collaborators in foreign currencies. • Adhere to South African Reserve Bank rules in dealing with foreign exchange currencies. • Reduce/Mitigate exchange loss between collaborators and UCT. • Fast track foreign payments where appropriate. • Responsible and for the administration and management of Treasury key performance indicators for university bank control accounts. • Review monthly key performance area reports on bank control accounts for UCT banking management.	• Reduce/ minimize foreign exchange loss. • Expedite flow of foreign payments for research projects. • Flow of funds is accurately managed and accounted for. • Resources allocated to meet key performance areas • Risk is mitigated and incidences of errors in Treasury and Financial reports are managed timeously.

6	People/Staff Management	5%	• Ensure the Treasury and Banking Department is appropriately staffed with suitably qualified and motivated individuals. • Ensure staff have clearly defined roles, outputs and development paths. • Manage and work with Treasury and Banking team, including non-direct reports to ensure the section delivers on its objectives and is appropriately supported in its work. • Discuss and agree on job objectives and Key Performance Areas with direct reportees. • Undertake performance management and assessment of direct reportees. • Identify staff development and training needs via a needs analysis exercise and the performance assessment process.	• Deliver on all that is required from the Treasury and Banking Function. • Finance Department functions optimally at all times. • All Human Resource functions related to line reports and their teams are completed timeously, in accordance with University • Human Resources policies and relevant legislation. • Relevant documentation is correctly completed, signed off and processed • Performance contracts for all staff with regular reviews as appropriate. • Staff are clear on their roles, deliverables and development. • Staff are well trained and equipped to meet objectives and expected performance standards
7	Other	5%	• Assume responsibility for any ad-hoc projects as they relate to the Treasury and Banking function at UCT. • Initiate projects for improvement as expected in the field.	• Continuous improvement and innovation in delivering on key mandate.

MINIMUM REQUIREMENTS

Minimum qualifications	Qualified Chartered Accountant			
Minimum experience (type and years)	- A minimum of 10 years recent and relevant experience working in Treasury or Financial services. - At least 5 years of experience in a mid to senior management role with strategic level operations and decision making. - Proficiency in appropriate accounting and financial management practices. - Experience in people and operational management. - Experience in strategic-level operations and decision-making. - Proficiency in Accounting (e.g. SAP/ERP) systems and IT skills to perform optimally. - Experience of managing, leading and developing professional HR teams Ability to exercise good judgment and discretion in the performance of all work assignments.			
Skills	- Appropriate accounting & financial management. budget development and tracking; reporting and audit management - Suitable Accounting (e.g. SAP/ERP) and relevant IT skills to perform optimally. - Ability to work independently or as part a team to meet goals and objectives - Communication and engagement at both strategic and operational levels. - People and operational management. - Excellent interpersonal skills that reflect strategic thinking, diplomacy, and a collaborative approach to develop and maintain effective work relationships. - Ability to multi-task and prioritize work accordingly to meet deadlines while staying on task with daily assignments			
Knowledge				
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty and integrity in handling and managing finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Strategic thinking and planning skills in formulating treasury & investment portfolios	3	Individual leadership, effective communications and deliberations at Investments committees and institutions forums	3
	Strong focus on client/customer service to support both internal & external clients	3	Ability to initiate/negotiate Treasury/ Banking projects and implement strategies across UCT wide activities	3
	Building and maintaining a level of personal motivation, initiative and energy with staff and UCT clients	3	Adaptability/Flexibility in maintaining major changes in work tasks/long plan actions	3
	Ability to identify, evaluate and mitigate risk	3	Business Reporting (Narratives and graphs)	3
	Planning, organizing and managing Treasury key performance area's and aligning to the integration of Financial reporting	3	Negotiation	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Strategic leadership of the Treasury and Banking portfolio.
Amount and kind of supervision received	Expected to function independently with minimal oversight from CFO
Amount and kind of supervision exercised	Collective and individual planning with reportees and regular check-ins to ensure reportees remain on the right track (direction, speed and priorities) and any major challenges/alerts/opportunities are timeously and properly dealt with.
Decisions which can be made	Limited to the agreed upon portfolio plans, priorities and within budget/resource allocation.
Decisions which must be referred	Proposals/decisions requiring sign off by the relevant central executive and/or governance structure.

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT Executive, PASS staff, Academics, Senior Management; Deans; Executive Directors, Finance Directorate
External to UCT	Financial institutions, Financial Service Consultants, Fund Managers

