



## JOB DESCRIPTION

**REFERENCE NUMBER:** AP 285  
**JOB TITLE:** Vice Principal  
**DIVISION:** Finance and University Estates  
**LOCATION:** Pretoria, Gauteng  
**REMUNERATION:** Market related  
**KEY RESPONSIBILITIES:** **The primary roles of the Vice-Principal: Finance and University Estates regarding institutional Finances include:**

- support to the Principal and Vice-Chancellor with regard to sound financial management and administration of the physical and financial resources of the University, to enable it to fulfil its public function effectively and justifiably in a financially sustainable manner;
- to oversee all fiscal and capital management responsibilities of the University, in conjunction with the Council and the finance, audit, risk management, and investment committees of the University and Council; and
- responsibility for strategic balance sheet management to ensure the financial sustainability of the University.

**The primary role of the Vice-Principal: Finance and University Estates regarding University Estates includes:**

- to oversee the management and maintenance of the buildings, grounds and infrastructure of the University in line with institutional requirements and relevant legislation, to ensure the effective functioning thereof; and
- to oversee the development of infrastructure and buildings in line with the University requirements and strategic decisions of the Council and Finance, Investment and University Estates Committee of Council.



## JOB DESCRIPTION

### DUTIES:

- Sustain a financially viable tertiary educational institution that is resourced to enable delivery on its open distance learning (ODL) tuition mandate;
- Maintain primary ongoing responsibility for planning, implementing, managing and controlling all financial-related activities of the University. This will include direct responsibility for accounting, finance, budgeting, strategic planning, infrastructure management donor and institutional financing;
- Provide management leadership regarding the financial and capital management strategy the university should follow to ensure a sustainable advantage in tertiary education in South Africa and Africa, and to achieve above-average returns by implementing value-creating strategies and exploiting new market opportunities;
- Ensure cost effective application of financial and physical resources to address the needs of the university's clients and the market; as well as
- Oversee the management of infrastructural assets.

### SKILLS REQUIREMENT:

- Excellent financial skills and the ability to take risks into account
- Excellent managerial and leadership abilities;
- Excellent strategy formulation skills;
- Sound thought processes characterised by insight and divergent thinking;
- Excellent problem finding and problem solving skills;
- Excellent analytical skills;
- Excellent people skills and the ability to foster collaboration and teamwork;
- Excellent communication skills; and
- Excellent decision making skills;

### EDUCATION / EXPERIENCE:

- A master's degree and a professional financial qualification for example, CA. A doctoral qualification will be an added strong recommendation;
- A seasoned and mature leader with at least 10-15 years of broad finance experience, ideally beginning in accounting, followed by



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- experience in gathering and evaluating financial information;
- Expert knowledge of higher education financial management [subsidy formula, financial reporting, budgets, and co-ordinating structures];
- Experience in translating a strategic vision into an operational model;
- Experience in the critical knowledge of costs and sources of value;
- A demonstrated competence in designing and implementing robust controls including critical financial reporting controls;
- Knowledge of infrastructure development
- Thorough knowledge of and experience in economic and investment analysis; and
- Thorough knowledge and experience with regards to the principles of integrated reporting and sustainability.

To apply please send a comprehensive CV and letter of motivation quoting reference number **AP** to Genevieve Michel c/o [info@talenting.co.za](mailto:info@talenting.co.za)