

JOB DESCRIPTION

REFERENCE NUMBER:	AP1126
JOB TITLE:	Director: Financial Control and Operations (5 Year – Fixed Term)
LOCATION:	Eastern Cape: All campuses of the University
BACKGROUND TO POSITION:	The University of Fort Hare since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, <i>Towards a Decade of Renewal, 2022-2026</i> is critical in steering the future of our iconic institution. <i>A Decade of Renewal, Be a part of it!</i> The purpose of the Director: Financial Control and Operations is to: • Provide strategic leadership and direction to; Grants, Financial Aid and Bursaries, Fees and Student Account, Financial Analysis and SCM functions. • Accountable for shaping the financial strategy, sustainability, and success of the respective functions. • Employing sound fiscal management, strategic allocation of resources, and compliance with regulatory standards, ultimately contributing to the university's mission of excellence in education, research, and community engagement.
KEY PERFORMANCE AREAS:	KPA 1) Govern and Direct the Grants, Financial Aid and Bursaries, Fees and Student Account, Projects, Financial Analysis and SCM functions • Play a key role in contributing towards the overall financial strategic direction of the institution. • Govern implementation of policies & strategies agreed by Council / Senate. • Promote the institution's reputational profile through networks and partnerships. • Provide oversight, leadership and guidance to units under area of responsibility. • Prepare reports to the CFO for servicing the MEC, Finance & Procurement Committee and any other Committee/Structure where reporting is required. • Direct the leadership resources as per structure.

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- Monitor achievements of the unit's strategic plan achievement.

KPA 2) Medium to Long-term Conceptualisation and Vision

- Formulate & review strategy aligned with the vision & mission.
- Recommend implementation of structures, resources & systems.
- Collaborate with senior stakeholders in finance strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning and Budgeting

- Conduct long-term financial projections & planning.
- Allocate & re-allocate funds & resources based on portfolio needs & requirements.
- Recommend financial strategies in conjunction with senior stakeholders / Board.
- Prepare annual budget submissions for consideration by the CFO, university structures and approval by Council.
- Exercise prudent budgetary control.
- Approve payments, assets procurement & services in accordance with delegations of authority.
- Monitor cash flow management.
- Report on the implementation of financial & budgetary objectives/plans.

KPA 4) Organisational Leadership Management

- Plan leadership talent, succession and development based on the institutional strategy.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint finance management team based on approved Resource Plan.
- Build & direct the leadership team within the portfolio structure.
- Manage performance management aligned with the Performance Management System.
- Direct talent competence, skills &

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- performance levels aligned with strategy.
- Submit succession & development plan progress reports to senior leadership.

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry/government stakeholders aligned with the business area.
- Participate in related industry forums.

KPA 6) Financial Control and Operations Leadership

- Remain abreast of latest developments in Finance legislation & best practice.
- Provide input to the institution's financial strategy & policy.
- Develop financial strategies for additional income streams.
- Plan targeted financial projects.
- Accountable for financial reporting of donor / grants or other funding.
- Accountable for the organisational financial budgeting & planning process.
- Accountable for student fees & accounts.
- Accountable for Projects Finance.
- Accountable for the Student Financial Aid function.
- Accountable for Supply Chain & Logistics function.
- Monitor outstanding debtors / accounts receivable.
- Monitor third-party income streams for the institution.
- Monitor compliance to financial policies, procedures & processes
- Follows-up & resolves complex financial queries.
- Monitor the integrity of financial data
- Report on financial strategies & plan attainment.
- Sign-off on the input to the annual financial statements.

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INHERENT CRITERIA:

Minimum Qualification(s)

- An Honour's degree in Accounting, Finance or Business Administration.
- Registration as a Chartered Accountant in South Africa.
- A Master's degree in Accounting, Finance or Business Management will be an advantage.

Minimum Experience

- A minimum of 10 years' experience in a Finance environment and 5 years should be at Management level (P5 - 6).
- Proven experience in financial leadership roles, preferably in Higher Education.
- Knowledge of the Department of Higher Education & Training regulations.
- Excellent leadership, communication, persuasive & interpersonal skills.
- Expert knowledge in Government Grants & Supply Chain Management.
- A strong ability to interpret financial data & make data-driven decisions.
- A strong understanding of financial analysis & planning.
- Knowledge of the operations & affairs of a Tertiary Institution.
- A proven track record of strategic financial management.
- Proficiency in financial management software, enterprise resource planning (ERP).
- Expert knowledge in Accounting, Finance & Supply Chain Management.
- Knowledge of regulatory compliance requirements & risk management practices.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1126** to Genevieve Michel c/o carmen1126@talenting.co.za

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University of Fort Hare
Together in Excellence

APPLICATION FORM

1.BIOGRAPHICAL INFORMATION

Title:	Surname:		
	Full Names:		
ID / Passport Number			
Tel Home:	Work:	Cell:	Email:

2.PARTICULARS OF POST APPLIED FOR

Position Name:	Reference Number:
Department:	Rank:

3.EMPLOYMENT EQUITY INFORMATION (This information is required to enable the University to comply with the requirements of the Employment Equity Act, Act 55 of 1998)

Race:	African	White	Coloured	Indian
Gender:	Female		Male	
Are you a South African citizen? <i>If you are not a citizen by birth, please indicate the date you acquired your citizenship.</i>	Yes		No (please provide further details as to your current nationality status)	
Are you a person living with a disability?	Yes (please provide further details)		No	

3. QUALIFICATIONS

Qualification	Institution	Year of Completion

4. RELEVANT OCCUPATIONAL EXPERIENCE

Employer	Position	From		To	
		Month	Year	Month	Year

5. PROFESSIONAL REGISTRATION(S)

(i.e. HPCSA, Public Accountants' and Auditors' Board, SA Council for Natural Scientists, C.A., Notary. C.I.S., NRF Rating)

CATEGORY OF REGISTRATION	REGISTERING BODY	DATE OF REGISTRATION

6. REFERENCES

NAME	OCCUPATION	EMAIL ADDRESS	PHONE

7. RELEVANT PUBLICATION(S)

Indicate (in the appropriate block) the number of each of the following categories of academic publications and presentations of which you are author or co-author.

PUBLICATION	NUMBER
A. Books	
B. Book Chapters	
C. Publications in Accredited Scientific Journals	
D. Local Conference Presentations	
E. International Conference Presentations	
F. Other Publications, reports and contributions	

8.DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

I hereby accept that only shortlisted candidates will be contacted, and that the University also reserves the right not to make an appointment.

Name:

Signature:.....

Date: