



JOB DESCRIPTION

PORTFOLIO
Finance and Unisa Business
Enterprise

Job description is under review by UNISA

JOB TITLE

Vice Principal: Finance and Unisa
Business Enterprise (CFO)

A. IDENTIFYING INFORMATION	
JOB TITLE: Vice Principal: Finance and Unisa Business Enterprise (CFO)	DATE: Aug 2017
DEPARTMENT: N/A	LINE MANAGER: Principal and Vice Chancellor
POST GRADE: P2	BASE LOCATION: Pretoria (UNISA Main Campus)
Organising Framework for Occupations (OFO) Code: 111202	JOB FAMILY: Finance, Accounting and Procurement
Higher Education Management Information System (HEMIS) category: Executive/Administration/Management professional	
B. JOB SUMMARY: Describe the Purpose of your Job in 2-3 Sentences. (What and how do you do and why do you do it?)	
To provide leadership and strategic direction in the provisioning of effective and efficient financial management, accounting and procurement services and generation of Third Stream Income to ensure effective financial sustainability and sound financial governance within Unisa in accordance with relevant legislation and in alignment with the Institution's Open Distance and e-Learning (ODEL) 2016-2030 strategy.	
C. KEY DUTIES/RESPONSIBILITIES¹: Briefly describe the primary duties/responsibilities of your job in 5-8 bullet points. Please list these duties in order of importance and include the percentage of time spent or required for each activity.	
Key Performance Area 1 (40%): Strategic Direction, Planning and Alignment 1. Providing input into the University's overall strategy. 2. Providing strategic direction and monitor the achievement of the Portfolio's strategy aligned to the overall ODeL 2016-2030 strategy. 3. Overseeing the development, implementation and review of the Portfolio's strategy, plans, policies, procedures, practices, processes and systems. 4. Providing strategic direction to the development of the Portfolio's annual performance review as is required by the Department of Higher Education Training (DHET).	
Key Performance Area 2 (40%): Strategic leadership, Finance and Unisa Business Enterprise and Procurement 1. Providing strategic leadership regarding all the operations of the Portfolio from an overall perspective, which includes: • Financial Management; • Supply Chain Management; and • Generation of Third Stream Income through Unisa Enterprise	

¹ The weights are a guideline- the performance agreement should confirm the annual prescribed weights for each KPA on the performance agreement depending on the operational requirements for that year.

- Embedding financial sustainability through a green Institution-wide culture.
2. Providing strategic leadership in the development and the continuous evaluation of short, medium and long-term strategic financial objectives of the university the Institution.
3. Ensuring the enhancement of the performance of Financial and Supply Chain Management by providing regular, timely and accurate analysis of budgets, financial and procurement trends and forecasts to collectively support the core business of the University, being teaching, learning, research, innovation and community engagement.
4. Providing leadership in developing strategies and business models to optimise the opportunities that exist for third stream revenue.
5. Providing strategic leadership in directing and overseeing the Institution's financial risk-management programme.
6. Providing strategic direction through integrated planning and resource allocation to ensure that the achievement of strategic objectives of UNISA.
7. Provides strategic leadership regarding the monitoring of compliance of accounts, ledgers and reporting systems to relevant financial standards.
8. Providing strategic leadership regarding the budgeting process and the implementation of budgets.
9. Ensuring that accurate, timely financial analyses are available for decision-making and planning purposes.
10. Providing strategic leadership on contract negotiations from a financial impact perspective.
11. Establishing efficient workflows and business processes to meet the need of financial information of multiple internal and external stakeholders.
12. Providing strategic leadership during the annual audit process, ensuring year-round compliance with International Financial Reporting Standards (IFRS) and other accounting standards.
13. Providing strategic leadership in the provisioning of expert advice and support on the procurement process against Institutional spend.
14. Preparing materials and presenting, as necessary, financial information to Unisa governance structures or relevant committees.
15. Embedding financial sustainability through a green Institution-wide culture.

Key Performance Area 3 (10%): Forecasting, Budgeting and Financial Management

1. Formulating strategy forecast cost implications that are linked to Institutional budgeting processes.
2. Coordinating and driving preparation of the Portfolio's budget for Institutional approval (including funding budgets and Initiative budgets).
3. Directing and overseeing the funding of the Portfolio operations and budgeted activities.
4. Overseeing and monitoring the portfolio expenditure within budgeted parameters and reporting on variances periodically.
5. Providing leadership regarding the compilation and management of the budget for the Portfolio.
6. Overseeing the running of all accounts, ledgers, supply chain management, procurement and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS), and reports accordingly.
7. Engaging the UNISA Council Finance, Investment and Estates Committee, as well as the Audit and Enterprise Risk Management Committee around issues, trends, and changes in the financial operating model(s) and operational delivery.

Key Performance Area 4 (10%): People Management

1. Leading, mentoring and empowering employees and change within the Portfolio to promote performance, optimal working environment and cost effective operations.
2. Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and ODeL 2016-2030 Strategy.

3. Embedding sustainability through a green Institution-wide culture.
4. Driving a high performance culture by taking accountability for an effective and well-articulated performance management process.
5. Ensuring the resourcing of the Portfolio through recruitment and filling of positions to meet the operational requirements of the institution.
6. Promoting the positive employee relations and climate through employee engagement within the Portfolio.
7. Fostering an organisational culture and climate that is ethics and value driven.
8. Providing strategic guidance in the implementation of the human resources policies, procedures and practices.

Key Performance Area 5 (20%): Governance and Reporting

1. Reporting on progress against strategic initiatives
2. Participating in Institutional governance structures
3. Managing the strategic relationships and networks with internal and external stakeholders
4. Overseeing, monitoring, evaluating operations and reporting to internal and external stakeholders
5. Overseeing and reporting on legislative and statutory compliance as defined by government and relevant professional bodies
6. Promoting a context-relevant environmental, social and governance sustainability awareness and culture.

D. JOB SCOPE (where applicable): Identify confounding factors for your job e.g. (Other major indicators of the scope and complexity of your job)

Control of the following:

This position is responsible for three distinctive disciplines - it is leading the Finance, Procurement and Unisa Business Enterprise.

- **Categorisation:**
The function provide Primary Academic Support to the whole institution
- **Operating Expenses**
Its total operating expenses is estimated at R283 million (2016 stats)

E. ORGANISATION IMPACT/ LIAISON: Indicate interaction within and outside the University.

Internal Interaction:

- Principal and Vice Chancellor
- Vice Principals
- Chief Information Officer
- Extended Management Committee
- Chief Audit Executive
- Professional and Support Departments
- Executive Deans and Deputy Executive Deans of Colleges
- Members of Management Committees and Operational Committees
- Members of Senate and its committees

External Interaction:

- Members of Council and its committees
- Department of Higher Education and Training
- Other universities and Further Education and Training Colleges / Technical Vocational Education and Training Colleges
- Public/private external organisations
- Government Agencies
- National Treasury

- SARS - Board Members - Professional bodies - Bodies where UNISA has Institutional membership - Purchasing Consortium of South Africa (PURCO)
F. SUPERVISORY RESPONSIBILITIES: List the number, if any, and type (full-time, part-time, contract) of your direct reports; indicate the extent of your involvement in supervision including hiring, conducting performance reviews, and terminations as well as team leadership, coordination of work assignments and other indirect supervision. Please attach a copy of your current organization chart.
- Executive Director: Finance - Executive Director: Supply Chain Management - Chief Executive Officer: Unisa Business Enterprise (<i>Dotted line of reporting</i>) - Head: Project and Office Management - Personal Assistant
G. COMPETENCIES/CAPABILITIES: List the competencies needed to successfully perform your job, including the number of years and type of previous work experience. Please do not describe your own skills and experience, rather it should be the minimum amount required to perform the job.
Competencies
Behavioural Competencies
- Change Leadership/ Management - Leading and Supervising - Politically Savvy - Strategic thinking - Stakeholder Management - Communicating (oral and written) - Collaboration and Teamwork - Achievement Focused - Innovation and creativity - Rule orientation - Problem Solving - Analysis - Resilience / perseverance / stress management - Conflict Management
Technical Competencies
Knowledge, Skills and Abilities required for the successful accomplishment of the job, which includes: - General Management and Strategic Leadership - Corporate Governance - Financial Strategy and Reporting - Corporate Governance - Budgeting and Financial Management, Policies and Procedures - Accounts Payable and Accounts Receivable - International Financial Reporting Standards (IFRS) - Generally Accepted Accounting Principles (GAAP) - Supply Chain Management - Change Management - Performance Management - Stakeholder Relationship Management - Relevant Legislation - Knowledge of Department of Higher Education and Training (DHET) regulations and other

relevant regulations applicable to higher education institutions

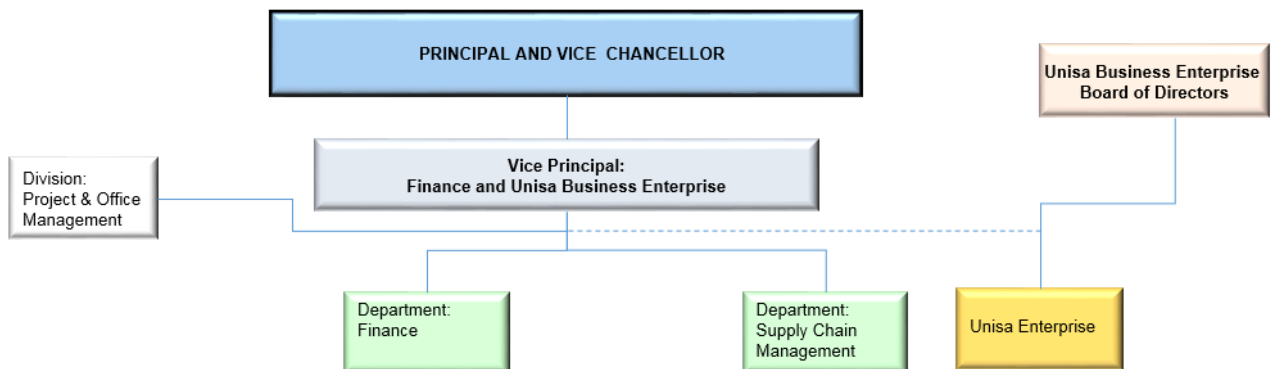
H. EDUCATIONAL REQUIREMENTS AND EXPERIENCE: Indicate the minimum education level and experience required to perform the job.

- **Qualification²**
Minimum of **Qualified CA(SA)/ Chartered Profession Accountants (CPA)**
- **Experience**
Minimum **10 years** relevant experience with at least **5 years** in an executive management role

I. WORKING CONDITIONS: Describe the risk of exposure to hazards in performing your job, and the types of hazards you face.

- Financial Sensitive environment

J. ORGANISATIONAL STRUCTURE



SIGNATURES³

Line Manager:

Date.....

Job Incumbent:

Date.....

HR representative⁴:

Date.....

Organisational Development:

Date.....

² An equivalent combination of Postgraduate qualification and job-related experience may be an alternative to the qualification and experience.

³ There might be exceptions when it comes to signatories such as JDs for senior management, namely Post grade 4 and above JDs should be signed by among others the Executive Director: Human Resources

⁴ HR representative refers to an HR person in the shared service or business partnering operations model.