

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT : FINANCE

DIRECTORATE : REVENUE MANAGEMENT

POSITION: DEPUTY DIRECTOR: REVENUE MANAGEMENT P5-X1

(Ref: DDREVMAN/FIN/P5/2018/AZWI)

The main purpose of the job:

To manage the University's revenue, debtors, cash and treasury activities, which include cash flow and cash reserves forecasting and investments.

Requirements:

Relevant financial Honours degree or BTech or Postgraduate Diploma or Advanced Diploma plus 10 years' relevant experience of which three years should be in management role.

OR

Relevant financial Masters' degree or MTech or MBA or MBL plus 8 years relevant experience of which three years should be in management role.

OR

Relevant financial Doctoral degree, including DTech plus 5 years relevant experience of which three years should be in management role.

Behavioural competencies:

- Strategic thinking
- Stakeholder management
- Communication (oral and written)
- Collaboration and teamwork
- Analytical
- Problem solving
- Team orientation

Technical competencies:

- Statutory administration
- Financial management
- Financial administration
- Revenue and debtors
- Investment, banking and cash management
- Financial and internal controls
- MS Office applications (advanced Excel)
- Relevant policies and legislation
- Oracle and Student System will serve as an advantage

Duties:

- Provide leadership and management, facilitate change and transformation, and practice professionalism for the section.
- Provide sound financial management to achieve financial sustainability targets for the section and for UNISA, insofar as this position is concerned.
- Provide accurate, timely, relevant financial reports (Ensure correctness of General Ledger (GL) and Trial Balance (TB) and finalisation of the relevant financial reports).
- Oversee the management of Revenue collection, Bank Reconciliation, Treasury Administration and Cashier functions.
- Oversee the management of revenue and debtors in UNISA.
- Ensure sound governance, policies, procedures, systems and adhering to reporting requirements.

Assumption of duty: As soon as possible.

Salary: Remuneration is commensurate with the seniority of the position

Enquiries: (012) 429 2297 Ms RF Maswime (HR Staffing & Client Services)

Closing date: 20 July 2018

- The completed prescribed application form (<http://www.unisa.ac.za/vacancies>) (**HR-PA 001**) must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and **ORIGINAL certified copies** (within the previous six months) of;
 - **all educational qualifications,**
 - **identity document, and**
 - **proof of SAQA verification of foreign qualifications (if applicable)**
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form is obtainable from **Unisa Intranet – Human Resources – Forms**
- **Late, incomplete and incorrect applications will not be considered.**

Applications must be submitted in an envelope clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.

Applications must be posted to Unisa, HR: Staffing, PO Box 392 Unisarand 0003.

OR

Hand delivered application forms can be deposited into the **Application Boxes situated at the following location at the Muckleneuk Campus: Main Entrance, of the OR Tambo Building, 3rd floor.**

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from Persons with Disabilities