

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: CHIEF FINANCIAL OFFICER

DEPARTMENT: FINANCE

**POSITION: DIRECTOR: REVENUE MANAGEMENT & TREASURY (P4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: RM&T/VP:CIO/F/GRM/2019)

Unisa is a public Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open Distance e-Learning (ODEL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Revenue Management & Treasury**.

The purpose of this position is to lead and direct all the operations of the directorate from an overall perspective, which includes:

- Accounts receivable Management
- Revenue Management
- Student Funding Management
- Treasury management including Banking and Cash management
- Investment management including Actuarial services

KEY DUTIES/RESPONSIBILITIES

STRATEGIC DIRECTION AND ALIGNMENT

- Providing input in the development of the departmental strategy and communicating accordingly
- Driving and directing the development of the directorates operational plans and objectives in line with departmental strategy, plans and objectives and in accordance with relevant legislation
- Planning and alignment of executing for the financial year and procedures
- Leading and directing the development and review of policies, strategies, processes, best practices, procedures and systems for all functions under the purview of the directorate
- Driving and directing the development of the directorate's annual performance review
- Providing strategic and expert direction and advice in the directorate's areas(s) of specialisation
- Ensure that institutional strategies are aligned to the financial sustainability of the institution for all areas falling under the Directorate
- Provision of strategic direction and support to all decentralised functions as needed
- Developing operational plan KPI's in support of the departmental strategy in support of the institution's overall vision and strategy
- Executing the directorate's operational plan and procedures to support the ODeL 2016 – 2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan

OPERATIONAL LEADERSHIP AND PROCESS MANAGEMENT

Revenue management

- Support financial sustainability by ensuring completeness of revenue
- Drive the policy, procedure, strategies and control environment for revenue management for the institution.

- Monitor and report on, in accordance with policy, legislation and departmental plan, all sources of revenue including but not limited to, core business revenue, government revenue, 3rd stream revenue
- Ensuring the sustainable sources of income by maximising investment income
- Ensure accuracy of student fees and all other fees charged by the institution
- Ensure appropriate accurate, recording of dept, provision for dept

Accounts receivable Management (AR)

- Drive the policy, procedure, strategies and control environment for AR management for the institution
- Monitor and report on, in accordance with policy, legislation and departmental plan, the status of dept for the institution translating into collection strategies
- Implement innovative collection strategies for the recovery of dept
- Ensure appropriate accurate, recording of dept, provision for dept
- Drive the appointment of debt collectors and manage external service provider

Student Funding Management (SF)

- Drive the policy, procedure, strategies and control environment for SF management for the institution
- Monitor and report on, in accordance with policy, legislation and departmental plan, the status of student funding NSFAS and all bursaries and loans for the institution translating into collection strategies
- Drive the appointment of services providers with student funding and manage external service providers

Treasury management including Banking and Cash Management

- Drive the policy, procedure, strategies and control environment for treasury, bank and cash management for institution, including petty cash
- Monitor and report on, in accordance with policy, legislation and departmental plan, the status of bank accounts, cash flows and overall integrity of the treasury function for the institution
- Ensure effective cash flow management for the institution
- Drive the appointment of the institutions bankers and manage external service Providers

Investment management including Actuarial services

- Drive the policy, procedures, strategies and control environment for investments and actuarial services for institution
- Evaluating the performance of fund managers on a monthly and quarterly basis
- Monitor and report on, in accordance with policy, legislation and departmental plan, the status of investments and overall integrity of the treasury function for the institution
- Drive the appointment of the institutions asset managers and manage external service providers
- Oversee the actuarial function for the institution

Over-arching requirements

- Ensuring timely and accurate compliance with IFRS and other statutory and financial requirements
- Ensure timely and accurate finalisation of the month end and year-end financial processes and timely provision of accurate information for the AFS, Management Accounts and the Annual Report
- Ensure accuracy of all financial records of the directorate
- Providing guidance, expertise and advice to the Management on trends, best practice and applicable policies and legislation and assurance to the relevant Committees, in compliance with applicable legislation
- Embedding financial sustainability through a green Institution wide culture

- Driving the implementation of plans, policies, processes, practices, procedure and systems and ensuring sustainability of business
- Ensuring that operations meets all goal, targets and timelines and create values for the business and ensuring credibility
- Managing the relationship s and networks with internal and external stakeholders, Ensuring the management of prompt, accurate and professional service delivery to clients/students
- Ensure effective systems, transparent and accurate accounting, appropriate skills and policies in the governance of the overall directorate
- Liaising and supporting internal stakeholders

FORECASTING, BUDGETING AND FINANCIAL MANAGEMENT

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets allocated to the Directorate
- Ensure effective, efficient and transparent management and utilisation of all financial resources in the directorate
- Ensure functional expenditure within budgeted parameters and reporting on variances periodically
- Contribute towards institutional leadership on revenue completeness and financial sustainably
- Ensure spending in line with approved policies and procedures
- Serve a Bank signatory for the institution

PEOPLE MANAGEMENT

- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of human resources policies, procedures and practices
- Building a robust, effective talent and leadership pipeline, succession and HR capacity
- Embedding sustainability through a green Institution wide culture
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process
- Ensuring and monitoring that all staff in the directorate are trained, skilled, retained and that their expertise is optionally applied
- Fostering an organisation an organisational culture and climate that is ethics and value driven
- Ensure compliance with and effective implementation of EE plan and talent plan

GOVERNANCE AND REPORTING

- Ensuring effective systems, transparent and accurate accounting, appropriate skills and policies in the governance of the overall directorate
- Monitoring and reporting on legislative and statutory compliance as defined by government and professional bodies
- Ensuring the provision of resolutions to all internal and external Audit as per the agreed dates
- Promoting sound institutional governance, participating in required governance structures and serving as a member on the required forums
- Compiling reports on the Directorate's performance at the required intervals reflecting all relevant statics
- Timely, relevant value adding monthly, quarterly and annual reporting as needed
- Supporting the ED and CFO on governance committees and reports to these committees as needed
- Ensure an effective and embedded risk management in the Directorate
- Ensure an effective control environment in the Directorate
- Promote an ethical learning culture in the Directorate

Qualifications

- Minimum of a CA (SA) and registration and good standing with SAICA

Experience

- Minimum of 10 years relevant financial management experience of which a minimum of five years in a management role

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Closing Date: 9 December 2019

Enquiries: Ms P Bana - 012 429 3572 Ms Al Mavhungu - 012 429 3048

Interested candidates should send:

- A detailed cover letter indicating their suitability for the position,
- A detailed comprehensive Curriculum Vitae, and copies of the following documents:
 - All educational qualifications;
 - Identity document; and
 - Proof of SAQA verification of foreign qualifications, where relevant.
 - The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to: banapp@unisa.ac.za

Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

We welcome applications from persons with disabilities.

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