

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: FINANCE

**POSITION: DIRECTOR: EXPENDITURE
AND ASSET MANAGEMENT (PEROMNES 4)
(5-YEAR FIXED-TERM CONTRACT)**

(Ref: DIR: EAM/F/GRM/2020)

Unisa is a publicly funded 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: Expenditure and Asset Management P4**.

Purpose:

To formulate and execute the plans of the Directorate in line with the Unisa 2030 Strategy and ODeL Business Model.

Key duties/responsibilities:

Strategic Direction and Alignment

- Developing operational plan and KPI's in support of the departmental strategy and the institution's overall vision and strategy
- Executing the directorate's operational plan and procedures to support the ODeL 2030 Strategy
- Interpreting policies to lower levels and ensuring alignment with Directorate's operational plan
- Providing direction in the directorate's area(s) of specialisation.

Operational Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Asset management
 - Inventory management
 - Accounts Payable
 - Funds Administration
- Fostering the relationships and networks with internal and external stakeholders
- Coordinating the activities within the Directorate
- Promoting intergroup collaboration
- 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.
- Ensuring the correct of transactions, smooth running of the General Ledger (GL) and Trial Balance (TB) and finalisation of the financial statements.
- Monitoring all expenditure and preparing forecasts highlighting opportunities and risks based on applicable trend analyses
- Evaluating the performance of service providers on a regular basis.
- Ensuring compliance to deadlines in respect of investments, month-ends, year-end, committees of Council and any other committee.

- Monitoring and scanning the monthly GL and TB.
- Planning for and support to the financial month-end and year end procedures.
- Ensuring compliance with IFRS, UNISA policies and other statutory requirements, and where necessary, recommend areas of improvement
- Ensuring the provision of resolutions to all Internal and External Audit queries as per the agreed dates

Forecasting, Budgeting and Financial Management

- Managing the directorate's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa
- Compiling and managing the directorate's budget in line with the departmental budget
- Directing and monitoring the directorate's expenditure within budgeted parameters and reporting on variances periodically
- Managing the process of allocation of financial resources within the Directorate
- Managing the function's resources sustainably in accordance with financial principles
- Authorising the procurement of relevant services, equipment and materials
- Safeguarding the assets allocated to the Directorate

People Management

- Ensuring and monitoring that all staff in the directorate are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Ensuring a high-performance culture in the directorate through taking accountability for an effective and well-articulated performance management process
- Ensuring the implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures and practices
- Building a robust, effective talent and leadership pipeline, succession and HR capacity

Governance and Reporting

- Monitoring and reporting on progress against operational initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)
- Ensuring the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies
- Documenting and reporting on directorate specific matters
- Ensuring proper record keeping of all aspects within field of responsibility
- Ensuring that relevant financial statements is compiled timeously and accurately.
- Assisting with compilation of the Annual Report.

Qualifications

- Minimum of Bachelor **Honours Degree/ Postgraduate Diploma/ Professional Bachelor's Degree in Accounting or Cognate Degree** and registration with relevant professional body where applicable

Experience

- Minimum 10 years of relevant work experience with at least 5 years in a management role

Assumption of duty : As soon as possible

Salary : Remuneration is commensurate with the seniority of the of the position

Closing Date : 23 October 2020

Enquiries : Mr. Godwin Murerwa 011 764 1052 / 078 111 9007

Candidates can send CV's to godwin@skillplace.co.za

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 (<http://www.unisa.ac.za/vacancies>)

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.