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## DEPARTMENT OF FINANCE

### **DIRECTOR EXPENDITURE MANAGEMENT ( FIVE-YEAR CONTRACT)**

The incumbent will provide strategic and tactical leadership of the Expenditure Management Directorate. By continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods within the.

#### **Requirements:**

1. *NQF level 8 in Accounting or relevant qualification.*
2. Minimum 10 years' experience in the financial management and expenditure management. Within the 10 years:
  - i. *4 years of which should be at senior management level*
  - ii. *5 years of managing Payroll in a higher education institution*
  - iii. *5 years of Asset management and managing the insurance portfolio of higher education institution*
3. High technical proficiency in accounting (IFRS) plus expenditure management techniques and strategies at a higher education institution.
4. Extensive knowledge of Value added tax, Income tax and all other statutory requirements a prerequisite.
5. Advanced technical expertise with MS Excel and strong in other computer soft wares (Power Point, Word).
6. Demonstrated system and process management experience.
7. Sound knowledge of foreign currency payment procedures.
8. Sound knowledge of audit and internal control management procedures.
9. Technical expertise with Microsoft packages in particular Excel.

#### **Key performance areas:**

1. To provide strategic direction and alignment of the Expenditure Management directorate.
2. Operational Leadership and Execution of the overall directorate ,including:
  - i. Asset management

- ii. Inventory management
  - iii. Accounts Payable
  - iv. Payroll Management
3. Responsible for forecasting, budgeting and financial management for the directorate.
  4. Responsible for the governance and reporting requirements for the directorate.
  5. Responsible for the people management of the directorate's personnel.

**Competencies and skills:**

- Integrity
- The incumbent should be able to establish and maintain effective working relationships.
- The incumbent should possess a strong sense of initiative while managing multiple responsibilities concurrently.
- Ability to perform complex math calculations and forecast financial needs.
- Excellent communications (written and oral), interpersonal, and customer service skills.
- Ability to exercise professional judgment in applying problem-solving and organizational skills.
- Strong data analytic skills and conflict resolution skills.
- Ability to manage and reconcile conflicting priorities.
- Ability to liaise with all levels of the organisation.
- High attention to detail.
- Leadership skills.
- Advanced negotiation skills
- Ability to exercise professional judgment in applying problem-solving and organizational skills.
- Strong data analytic skills and conflict resolution skills.
- Ability to manage and reconcile conflicting priorities.
- High attention to detail
- Leadership skills

**CLOSING DATE: 23 SEPTEMBER 2022 (Extension)**

Please submit cover letter clearly indicating which post you are applying for a detailed CV with all your names, addresses, contact details and email address and include contact numbers of three (3) referees, certified copies of all qualifications including Matric/ Grade 12 Certificate, academic transcripts and a South African ID/ Passport should be forwarded to Chief Human Resource Officer, e-mail applications in MS Word format, [HRAdmin@ul.ac.za](mailto:HRAdmin@ul.ac.za)

*Telephonic enquiries regarding conditions of service: (015) 268 3740 /2399*

*It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African Qualifications Authority. Please note that failure to submit the requested documents/ information will result in your application not being considered.*

*The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Policy. **Director Expenditure Management** Preference will be given to Male (Africans, Indians and Coloureds) Female (Africans and, Coloureds)*

*Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.*

***The University reserve the right not to make an appointment***