

## **Job description – Operations and Finance Manager**

The Operations and Finance Manager is accountable for ensuring that the Graduate School of Development Policy and Practice is equipped with processes and policies that will strengthen the day to day running of the organisation and provide long term strategic capacity for growth. This position requires an experienced strategic thinker who can competently operationalise decisions and ideas; consult with high level donors and stakeholders and lead a small of team of specialists.

### **Purpose**

The main purpose of this position is to support the development of the Graduate School of Development Policy and Practice to ensure that:

- The programmes are delivered according to plan;
- The operations and logistics are efficiently managed;
- The Director is given the highest quality support; and
- The School maximises opportunities for partnership, development, consolidation and expansion, in line with its strategic plan.

### **Key responsibilities**

- **Financial oversight**
  - Create a high level GSDPP operational budget aligned with the GSDPP strategic plan, in consultation with the Director;
  - Monitor expenditure and adjust budget from time to time as necessary;
  - Develop model budget formats for projects;
  - Advise GSDPP programme coordinators on appropriate budget formats for new projects;
  - Review project budgets for all new projects and ensure that all necessary costs are covered;
  - Ensure compliance with UCT financial procedures and rules;
  - Ensure that all financial transactions are done as timeously as possible; liaise with the faculty and central finance when there are problems;
  - Meet monthly with all GSDPP fundholders to review their funds;
  - Ensure timely and accurate reporting to donors on all funds;
  - Monitor income in the discretionary fund and advise the Director on appropriate use of these funds;
  - Monitor and report on use of bridging funds, against the agreed business case;
  - Approve allocation of bridging funds to project funds, as required, and ensure timely repayment of these bridging transfers;
  - Monitor opening and closure of project funds, including transfers of surpluses to the discretionary fund;
  - Report monthly to the Director on the overall financial situation and alert him to any financial issues requiring action on his part;
  - Prepare annual financial report;
  - Prepare other financial and narrative reports as required by the Faculty.

- **Management of fundraising**
  - Working with the Director and Communications Coordinator, support fundraising activities by drafting or commenting on budgets for fundraising proposals, as appropriate
  - Develop and manage a fundraising pipeline in consultation with the Director and Communications Coordinator;
  - Create and maintain a database of donors, past and current;
  - Assist in identifying potential donors for GSDPP fundraising priorities.
  
- **Resource planning**
  - Conduct thorough workforce planning to meet the needs of the GSDPP for the medium-term;
  - Consolidate, assess and develop an annual resource requirement plan, including personnel and other resources;
  - Manage compliance with UCT procedures and policies relating to employment and conditions of service, health and safety, etc.;
  - Develop and maintain an HR information system to monitor and track HR information such as contract data, leave etc.;
  - Coordinate the UCT performance appraisal system;
  - Alert line managers and the Director timeously about the end of current appointments and need for extensions or advertisement of positions;
  - Advise line managers about induction, performance management and other staffing related issues;
  - Develop and maintain a database of GSDPP consultants, including expanding the list to take account of diversity considerations;
  - Oversee the contracting of consultants and service providers, in consultation with staff responsible for projects;
  - Develop a staff training plan to meet the GSDPP's needs, as well as individual training requirements identified in performance assessment;
  - Coordinate the recruitment process for new appointments, in collaboration with the respective line manager, Director and UCT HR Department;
  - Ensure that all appointments are processed in line with UCT rules;
  - Support the Director in relation to HR issues and needs in the School, with particular consideration of the School's plan for employment equity and diversity.
  
- **Strategic planning**
  - Coordinate the development and updating of a strategic plan for the development of the GSDPP, in conjunction with the Director and other staff, as appropriate;
  - Support the Director in interactions with the GSDPP Advisory Board;
  - Monitor and report on progress on implementation of the GSDPP's transformation plans.
  
- **Other**
  - Support GSDPP representation on faculty and university structures, in consultation with the Director;

- Ensure that issues of importance or interest to the GSDPP arising from meetings of these structures are circulated to the appropriate people on the GSDPP staff;
  - Organise regular GSDPP monthly staff meetings, coordinate the agenda and ensure timely production and circulation of meeting minutes;
  - Line manage the Administrative Officer and assist with prioritisation of tasks, when necessary;
  - With support from programme and operational staff, lead and organise key organisational events;
  - Oversee office allocations and overall management of the facilities and equipment of the GSDPP;
  - Represent the Director, as required, during his absence.
- **Minimum requirements**
    - Postgraduate degree, preferably at Masters level
    - At least 10 years' experience of management, at increasing levels of seniority and responsibility, including:
      - Financial management
      - HR management
      - Strategic planning
    - Experience of management in a university setting and/or other large institution would be an advantage
    - Proven experience successfully managing a team of specialists
    - Excellent communication skills and ability to interact with people at all levels
    - Competence in planning and organising events
    - Sufficient knowledge of South African labour law and regulations, including the BCEA, EEA, and LRA
    - Experience managing budgets in a small/medium sized organisation
    - Technological competence
    - Track record of managing donors/stakeholder relationships
    - Experience developing a fundraising pipeline