

**UNIVERSITY OF SOUTH AFRICA**

**PORTFOLIO: FINANCE AND UNISA BUSINESS ENTERPRISE**

**DEPARTMENT: FINANCE**

**POSITION: DIRECTOR: BUDGETING AND COST MANAGEMENT (P4) X1**

**(5-YEAR FIXED-TERM CONTRACT)**

**(REF: D:BUDGCMGT/FBE//AM/2025)**

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL+) institution offering a variety of academic and career focused programmes, Unisa is inviting applications for the position of **Director: Budgeting and Cost Management (P4)**.

**Purpose for this position.**

- Oversees and steers the financial planning, budgeting, and cost management for the institution, ensuring equitable, efficient and effective resource allocation to drive financial stability while supporting the university's mission, strategic goals, and operational needs. To plan and direct the budgeting and cost management function in order to achieve sound financial management within the Institution in support of the Institution's Comprehensive Open Distance e-Learning (CODEL) and strategy.

**KEY PERFORMANCE AREAS (KPAs)**

**Key Performance Area 1: : Leadership and Management**

- Provide strategic input into the development of the overall departmental strategy, ensuring that financial objectives are clearly communicated and embedded.
- Lead the formulation and execution of comprehensive budgeting frameworks, policies, and procedures that align with Unisa's strategic goals and departmental priorities.
- Oversee the annual budgeting process—including forecasting, planning, and periodic financial performance reviews
- Driving and directing the development of the directorate's operational plans and objectives in line with the overarching departmental strategy, plans and objectives while ensuring compliance with relevant legislation.
- Oversee the continuous review of policies, processes, practices, procedures, and systems to support robust budgeting and cost management.
- Drive the development of the directorate's annual performance review.
- Providing clear direction in the directorate's area(s) of specialisation, ensuring that all financial planning and budgeting initiatives are targeted, efficient, and aligned with institutional goals

**Key Performance Area 2: Operational Leadership and Process Management**

- Providing leadership regarding all the operational functions in the directorate from an overall perspective, encompassing:
  - Costing Control and Management Accounting,
  - Financial Planning and Budgeting, and

- Management Reporting and Analysis
- Resource Allocation
- Identify, assess and formulate mitigating actions with regard to risks facing the University inclusive of financial risk that may arise within the sphere of budgeting and management accounting.
- Ensuring the maintenance and management of the Strategic Resource Allocation Model continuously refining methodologies to support informed decision-making
- Conducting research on the appropriate contemporary methods and philosophies to address budgeting improvements, evolving management and cost accounting information needs
- Leads the development and enhancement of the Activity-Based Costing model alongside other emerging models in order to supply accurate and actionable financial insights for strategic decisions.
- Oversee comprehensive analysis of the data, (operational, financial and strategic), utilising diverse reporting platforms to deliver insights on cost effectiveness, cost–benefit analyses, benchmarking, and rationalisation.
- Monitoring the consolidated income and expenditure continuously, in order to amend the budget in respect of additional income expenditure.
- Vigilantly review all expenditure items continuously in order to identify possible instances of wasteful/irregular or irregularity expenses ensuring prompt reporting to Internal Audit and senior management.
- Providing guidance, expertise and advice to the Management on emerging trends, best practice and applicable policies and legislation.
- Embed financial sustainability by promoting a green, Institution-wide culture
- Driving the consistent implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business.
- Ensuring that operations meets all goals, targets and timelines and creates value for the business whilst ensuring credibility.
- Managing and nurture the relationships and networks with internal and external stakeholders to enhance operational effectiveness and strategic alignment.

### **Key Performance Area 3: Forecasting, Budgeting and Financial Management**

- Compile and manage the functional budget in alignment with the portfolio and Institutional budget, ensuring disciplined financial stewardship.
- Oversee and monitor functional expenditure within budgeted parameters. Identifying, analysing and performing analytical reviews for external auditors, mitigating, and reporting on variances periodically.
- Directing and overseeing the funding of functional operations and budgeted activities ensuring that the allocation of financial resources adheres to sound financial principles.
- Authorise the procurement of contractor services, office supplies, other operating costs, and equipment in line with the approved budget, maintaining cost effectiveness.
- Participating in strategic planning sessions with management and relevant departments to establish planning parameters for the compilation of the central consolidated budget.
- Consulting with the necessary parties to establish resource requirements, allocation of funds and any expected costs and anticipated increases.
- Controlling, managing and planning the process of strategic allocation of resources
- Overseeing, advising and reviewing the budgetary and budget review processes

- Presenting a compilation of budgets to the Budget Committee and related governance structures and applying necessary amendments for submission to Financial Planning Committee, Management Committee, FIECoC and Council for ultimate approval including approval of the CPI increase in study fees.
- Overseeing the process of compiling a monthly cash flow budget
- Overseeing the management and maintenance of the dedicated web-based budget software package in use at the University, ensuring effective utilisation for continuous budget monitoring.
- Recording decisions/recommendations of the budget committee and corresponding with the relevant members of staff/ University bodies about decisions/recommendations of the Committee.
- Conducting research on new methodologies and related subjects for the development of quality training manuals.
- Spearhead the development of training materials and provide training through workshops to enhance financial management capabilities.
- Overseeing and managing the development and implementation strategic costing models, particularly the Activity Based Costing model.
- Developing training material and ensuring coordination of training and consultation on Activity Based Costing Principles.
- Managing the IT Infrastructure of Activity Based Management systems and see to other financial needs in order to support evolving financial models.

#### **Key Performance Area 4: People Management**

- Direct, mentor and empower employees to drive transformative change within the directorate thereby promoting high performance, an optimal work environment, staff morale and cost-effective operations. Encourage a culture of innovation and continuous improvement.
- Embedding a culture of sustainability and ethical practise throughout the directorate. Promoting a green and value-driven work environment
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the directorate through recruitment and filling of positions.
- Ensuring and monitoring that all staff in the directorate are well trained, highly skilled, retained and that their expertise are optimally applied.
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter and CODEL in support of the 2016-2030 strategy.
- Fostering an organisational culture and climate that embrace ethical conduct and is based on value driven principles.
- Direct the implementation of the human resource policies, procedures and practices.
- Building a robust, effective leadership pipeline, with succession planning and embrace capacity development. Promote diversity and inclusion within the Finance department and directorate.
- Setting performance targets including performance reviews and ensuring accountability

## **Key Performance Area 5: Governance and Reporting**

- Monitor and report on the progress of functional initiatives, ensuring all key performance indicators are met and communicated effectively.
- Monitoring and reporting on legislative and statutory compliance as defined and set by government and professional bodies.
- Actively promote sound institutional governance by participating in required governance structures and serving on pertinent forums.
- Compile detailed reports on the Directorate's performance at the required intervals reflecting all relevant statistics.
- Regularly reviewing financial reports and ensuring timely accurate financial information for management decision making and planning
- Manage the process of the monthly and quarterly budget utilisation review process including forecasting to year-end as part of management reporting to the Management Committee, FIECoC and Council
- Supplying all Responsibility Centre managers with budget reports on a continuous basis through the use of dedicated web-based budget and MIS software system in order to highlight variances and areas of concern.

## **Qualifications and Experience**

- Minimum of Bachelor Honours Degree/Postgraduate Diploma/ Professional Bachelor's Degree in accounting, cost and management accounting.
- Minimum 10 years of relevant work experience with at least 5 years in a management role.
- Registration with any of the relevant Accounting Professional bodies such as CA(SA), CIMA, SAIPA, and/or ACCA.

## **Technical Competencies**

- 10–15 years of progressive experience in financial management
- General management
- Management accounting including familiarity with Activity-Based Costing (ABC).
- Cost management and budgeting
- Financial management account reporting
- Financial forecasting
- Understanding and application of IFRS
- Understanding and application of Tax/VAT legislation
- Financial budget system and modern ERP systems.
- Variance analysis
- Management accounts
- Financial reporting
- MS Office applications
- Relevant policies and legislation

**Assumption of duty :** As soon as possible

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

**Closing Date :** 06 June 2025

**Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.**

**Enquiries:**

**Mr. Godwin Murerwa – 078 111 9007/011 764 1052** application can be forwarded by email to: [godwin@skillplace.co.za](mailto:godwin@skillplace.co.za)

Interested candidates should send a completed prescribed application form, a detailed cover letter indicating their suitability for the position, an updated detailed comprehensive Curriculum Vitae, and certified 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.

Recommended candidates might be subjected to competency assessment.

We welcome applications from Persons with Disabilities 

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