

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

## READVERTISEMENT

### Finance

#### Post: Financial Systems Specialist (Ref F238)

##### Minimum Requirements:

- NQF level 7 in Finance or Commerce with Certificate in project management, database design, database implementation or ERP-specific administration OR A bachelor's degree in information systems or IT-related degree with postgraduate certificates in financial management and project management
- 5 to 8 years in a financial environment with supervisory experience. This should include a minimum of 1 years' experience in the ERP Financial Module (FI)
- A proven background in accounting/financial processes.
- Advanced grasp of relational databases and operating systems.
- Outstanding Excel (VBA) skills.

##### Key Responsibilities:

- Actively contribute to the development and realisation of the Financial Systems strategy, ensuring the implementation of financial ERP solutions – to achieve a consolidated finance system, unified financial management and information
- Develop, manage and drive implementation projects with a methodological approach, in close cooperation with project leaders, in order to ensure the development and implementation of Financial System Initiatives

- Translate user requirements into a detailed requirement specification (design) document, adapt and/or add additional modules to (standardised) ERP solutions and companion products, and develop and provide implementation plans based on design documents including objectives, work, timing, and training.
- Build test plans based on specifications in the design document, prepare test environment(s), and complete various test activities such as system testing, quality control and support User Acceptance Testing (UAT).
- Drive realisation of the planned implementations by installing, configuring, and optimizing applications and solutions, ensuring compliance and identifying and implementing adoptions of new financial applications
- Manage transactions in the ERP systems (i.e., confirmation on transactions and closing off month end to prevent further user access).
- Ensure that appropriate service levels and quality standards are maintained.
- Provide ERP system support and training to businesses.
- Ensure compliance to ICT Governance, Project Management and Change Control standards and procedures.
- Analyse and apply required configuration changes or development to fulfil change requests.
- Review business cases, functional specifications, blueprints, and all other associated documentation.
- Perform various analytical functions and CRM modules in an ERP system application, including analyzing and correcting entries and propose the introduction of new reports and changes and new programs.
- Establish and maintain regular meetings with different User Group representatives (management) to proactively encourage process and system improvements.
- Provide support to all financial users (internal and external) relating to issues or queries on the ERP system.
- Report technical problems to ICTS and liaise with ICTS to correct technical issues.
- Assist on retrieving historical data from the legacy systems.
- Resolve business process related tickets logged with Help Desk at ICTS.
- Identify, assess, and call out risk as required, in order to mitigate risk and contribute to appropriate actions.
- Ensure that all statutory requirements are completed with accurate financial information for submission.
- Ensure that all clients' correspondence is sent timeously!
- Manage the monthly reconciliation to the general ledger.
- Process all required financial information.

### **Salary: Market related**

**Contact Person:** Miss. BZ Ngcobo

**Email Address:** [HCSRecruitment@dut.ac.za](mailto:HCSRecruitment@dut.ac.za)

**Status of Position:** Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications, and a covering letter** with the **exact name of the post you are applying for** to: [HCSRecruitment@dut.ac.za](mailto:HCSRecruitment@dut.ac.za)

### **Kindly note:**

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

**Closing date: 6 June 2023 @ 16:00pm**

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.