

LIBRARY FINANCE AND ADMINISTRATION MANAGER

The University is in the process of re-conceptualizing libraries to suit its needs in the 21st century. We are seeking to appoint a suitably qualified and experienced person for the position of Finance and Administration Manager. The person in the post will be responsible for providing financial accounting and management support in the Libraries, including coordination of administrative activities, procurement and utilization of Library funds.

Qualifications and Required Skills:

- B. Com Financial Management
- 5 years financial management experience

The person in this post reports to the University Librarian

Responsibilities:

- Financial management and administration
- Coordinating the formulation of the Library Budget for revenue and expenditure
- Prepare and submit reports
- Prepare monthly Library management accounts and variance analysis
- Manage and coordinate the monthly and annual fixed asset verification process
- Staff training and development
- Staff management and supervision
- Provide administrative support services on infrastructure development and maintenance projects

Available: as soon as possible

To apply: register your profile on the Wits i-Recruitment platform located at <https://irec.wits.ac.za>. Submit a covering letter, together with your detailed CV, qualifications, names, contact numbers and email addresses of three (3) recent referees.

Closing date: 27th November 2020