

# CURRICULUM VITAE

## DE BEER, ELMARIE CA(SA)

### PROFESSIONAL EXPERIENCE

1. **Company:** North-West University  
**Position held:** Executive Director Finance and Facilities (July 2015 to current)  
Acting Executive Director Finance and Facilities (March 2014 to June 2015)+  
(Aug/Sept 2013) + (Nov 2011) + (March/Apr 2009 and Sept/Oct 2009) + (Sept/ Oct 2006)

#### **Purpose of the position:**

The Executive Director Finance and Facilities manages the overarching financial, infrastructural and facility matters, as well as selected specialised functions of the University through development of sound policies, the institution of proper control measures and the making of sound investment decisions in order to assure continued financial stability, operating efficiency and the growth of assets, while also ensuring compliance and risk management within the areas of responsibility.

#### **Main responsibilities/nature of experience:**

- Accountable to the Vice-Chancellor for:
  - The development and application of university-wide financial policies, control measures and reporting processes to ensure long term viability, continued operating efficiency and the provision of timely and accurate analysis of financial trends and forecasts.
  - Evaluation and advice on the financial impact of strategies and regulatory requirements so as to ensure the organisation's long term financial sustainability.
  - The preparation of an integrated budget for the University involving all appropriate role-players to ensure alignment and equity of provision across campuses, while taking into account the NWU's multi-campus nature and uniqueness of each individual campus.
  - Refine financial and facility management systems with a view to ensure optimal integration, including reviewing the organisational structure and functions.
  - Ensuring effective cash flow management and the generation of additional financial resources to ensure long term liquidity.
  - Implement infrastructure and facility policies that focus on optimal space management linked to the strategy and financial viability of the university, while being informed by space norms.
  - Managing the physical infrastructure of the NWU, including planning, funding and construction of new buildings and macro-maintenance programmes while optimising the capital structure of the university, determining the best mix of debt, equity and internal financing.
  - Managing the Protection Services function of the NWU to ensure the safety of all staff and students, as well as to safeguard the assets of the University through the development of policies, protocols, control measures.
  - Compliance with international financial reporting standards (IFRS), applicable national regulatory laws and rules for financial and tax reporting, as well as requirements from the Department of Higher Education and Training.
- Responsible for the effective management and development of managers through the implementation of performance agreements supportive of the value system of the University and that is transparent and fair, with a strong focus on the empowerment of managers.
- Effective functioning as member of the University Management committee and co-responsible for the strategic positioning of the institution.

2. **Company:** North-West University  
**Position held:** Chief Director: Finance (1 Jan 2007 to 30 June 2015)

**Main responsibilities/nature of experience:**

- The preparation of an integrated budget for the University involving all appropriate role-players.
- The evaluation and development of a financial policy and control measures for the University to ensure long-term viability and continued operating efficiency.
- Application of University-wide effective financial discipline and control measures (including various monthly management reports).
- Ensuring efficient service delivery by the relevant sections to the campuses and the Institutional Office (the following departments report directly to this position: Financial Administration, Financial Systems and Reporting, Management Accounting Services and Payroll).
- Finalisation of the annual financial statements of the University in conjunction with the external auditors in line with international financial reporting standards (IFRS).
- Overseeing the procurement process and safeguarding and insuring the University's fixed assets.
- Providing a financial advisory service to top management.
- Ensuring implementation and monitoring of financial plans as set out in the Institutional Plan.
- Analysing expenditure trends relating to projects for advisory purposes.
- Managing payroll function to ensure that authorised, timeous and accurate payments are made through Payroll while complying with legislation and adhering to applicable policies
- Reporting on and overseeing financial management of earmarked funding received from Department of Higher Education and Training.

3. **Company:** North-West University  
**Position held:** Manager: Management Accounting Services (1 Sept 2001 – 31 Dec 2006)

**Main responsibilities/nature of experience:**

- Responsible for an integrated budget for the University aligned to the Institutional Plan (preparation, co-ordination, consolidation, recommendations, reporting to Budget Committee, Senior Management, Finance Committee and Council).
- Responsible for the redesign of the budget process, and also investigation of alternative budgeting approaches.
- Responsible for reporting on variances from approved budget.
- Responsible for the design and management of the Project Budgeting System, as well as the overall policy and procedures regarding third stream income.
- Provide financial advice to different role-players (including Senior Management) regarding financial aspects of projects and budgets.
- Evaluate and develop financial policy and control measures.
- Ad hoc management and financial accounting services (including analysing trends and preparation of various reports).

4. **Company:** Philip Miller & Co  
**Position held:** Audit Manager (2000 – 31 August 2001)  
Audit Senior (1998 – 1999)  
Article clerk (1 January 1996 – 31 December 1999)
5. **Company:** Free State Department of Finance  
**Position held:** State Vehicle Transport – accounting clerk (15 Dec 1993 – 31 Dec 1995)

### **PROFESSIONAL AFFILIATIONS**

1. Member of the South African Institute of Chartered Accountants (SAICA).

### **MEMBERSHIPS / EX OFFICIO DIRECTORSHIPS**

1. Member of the Financial Strategy Group of USAf (FSG)
2. Member of the Financial Executive Forum of USAf (FEF).
3. Trustee of NWU Pension Fund.
4. Trustee of NWU Pension Fund Investment Committee
5. Director: OpenCollab (Pty) Ltd.
6. Director: PUK Ontwikkelings Trust (Pty) Ltd.
7. Director: Extended Campus Technology (Pty) Ltd.
8. Director: Innovation Highway Enterprise (Pty) Ltd.
9. Director: Innovation Highway (Pty) Ltd.

### **REPRESENTATION OF MANAGEMENT**

Representing management on the following committees:

1. Council
2. Senate
3. Finance Committee
4. Tender Committee
5. Assets Committee
6. Audit, Risk and Compliance Committee
7. Investment Committee
8. Remuneration Management Committee
9. Board of Donors
10. University Management Committee
11. Senior Management Committee
12. University Budget Committee
13. University Occupational Health & Safety Committee
14. Employment Equity & Skills Development Forum
15. IT Committee
16. Academic Promotions Committee

## **QUALIFICATIONS**

1. Chartered Accountant (SA) - 2002
2. Post Graduate Diploma in Auditing (UNISA) - 2001
3. Honneurs-Baccalaureus Computationis (UNISA) - 2000
4. Baccalaureus Computationis (UNISA) - 1999