

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups

RESEARCH DIVISION

**SENIOR FINANCE AND ADMINISTRATIVE OFFICER
UKZN PRESS
(PEROMNES GRADE 8)
PIETERMARITZBURG**

REF NO.: RO06/2016

As a business operation within the University, UKZN Press is involved in multiple and varied financial transactions both inward and outward. It is essential that the management of costs and income and all related financial operations are efficient. Successful financial and public relations interface with all stakeholders in Press business, including markets, suppliers, internal and external financial centres, and authors is an important function.

Minimum Requirements:

- A degree in Accounting;
- Five (5) years' experience in accounting, financial management and administrative positions;

Advantages:

- Finance and accounting experience at UKZN.
- Finance and accounting experience in a publishing environment, especially with the processing of royalties.

The total remuneration package offered includes benefits. Appointment is on Conditions of Service 2012.

The closing date for receipt of applications is 4 May 2016.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-jm@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line.