**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**FIXED TERM CONTRACT - 3 YEARS**

**RESEARCH DIVISION**

**ACCOUNTING OFFICER**

**(PEROMNES GRADE 10)**

**UNIVERSITY CAPACITY DEVELOPMENT PROGRAMME**

**WESTVILLE**

**REF NO. RO03/2018**

The Accounting officer will primarily be responsible for processing of transactions in line with University policy and procedures and in accordance with the established conditions on the use of UCDG funds as set out in the Standard Operating Procedures of the Implementation and Management of the UCDP and UCDG. Budget control against approved budget allocation and in accordance with the established conditions on the use of UCDG funds. Regular monitoring of expenditure against the predetermined activity plan, record keeping and reporting to management on the matter. Assist in tasks relating to the completion of annual audit on the project.

**Minimum Requirements**:

* Matric with a 3 year qualification in accounting
* Three (3) years’ working experience in an accounting/finance, auditing and administration environment dealing with financial reporting, budgeting and auditing.

**Advantages:**

* Knowledge of ITS System, iEnabler and My Market.
* Good understanding of University policies and procedures, committee structures and decision-making bodies and processes.

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 23 April 2018, by no later than 09:00am.**

**Applicants are required to complete the relevant application form, which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**. Completed forms must be sent to** **Recruitment-sm@ukzn.ac.za**

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