

The University of KwaZulu-Natal 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.

COLLEGE OF LAW AND MANAGEMENT STUDIES

**GRADUATE SCHOOL OF BUSINESS AND
LEADERSHIP
FINANCE ADMINISTRATIVE OFFICER
ONE -YEAR FIXED TERM APPOINTMENT CONTRACT
(PEROMNES GRADE 10)**

WESTVILLE CAMPUS

REFERENCE NO: GSBL04/2022

The incumbent will provide HR and Financial administrative support to the LED Manager, EDTEA-UKZN project. S/he will be primarily responsible for financial and general HR administration, procurement, cost centre reconciliation, processing salary appointment forms, cost recovery, extracting and maintaining accurate financial records. This is an externally funded post and subject to funding by EDTEA.

The incumbent will report to the LED Manager

Minimum Requirements:

- Matric plus one year relevant qualification (preferably in Office Management, Financial administration or bookkeeping);
- Three years relevant experience in a in a University/ tertiary education environment;
- Computer proficiency in word processing and spreadsheet packages.
- Experience with finance i-Enabler.

This appointment will be made in line with the University guidelines/benchmarks, which are available on the University Vacancies website on <http://vacancies.ukzn.ac.za/AcademicProcess-Proc-Guides.aspx>

The appointment of the selected candidate can only be finalised, once the following are concluded:

Communication will be limited to the short-listed candidates.

Enquiries and details regarding this post, as well as requests for the job profile may be directed to **Ms Mandisa, 031 260 8232** or e-mail: Mbatani@ukzn.ac.za.

Appointment to this post will be on the January 2018 Conditions of Service. The remuneration package offered excludes any benefits.

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

The closing date for receipt of applications is Wednesday , 20th April 2022.

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to recruitment-landm@ukzn.ac.za. Please state the advert reference number in your subject line.