

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 including people with disabilities.

STUDENT SERVICES DIVISION

**RESIDENCE FINANCE ADMINISTRATOR - 12-MONTHS FIXED-TERM CONTRACT
STUDENT RESIDENCE AFFAIRS
(PEROMNES GRADE 10)**

PIETERMARITZBURG CAMPUS

REF NO.: SS03/ 2024

The Finance Administrator administers residence finances, and ensures that residence income is received, correctly allocated and that all expenditure is in accordance with the approved budget. Main duties include: finance administration, budget and financial reporting, financial controls and operations, and general administration related to the department.

The post requires someone with a strong understanding of finance and accounting principles, excellent organisational, administrative and communication skills as well as ability to pay close attention to detail.

Minimum Requirements:

- A 3-year accounting qualification – diploma or degree
- Two (2) years' relevant experience
- A valid and unendorsed code 8 drivers' licence
- Experience working with MS Word and excellent MS Excel skills
- Demonstrated past experience of financial or accounting practice

The total remuneration package is R17 196.00 per month.

The closing date for receipt of applications is 19 April 2024

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 StudentServices@ukzn.ac.za

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