

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.

FINANCE DIVISION

**CASHIER
FINANCIAL REPORTING**

**(PEROMNES GRADE 11)
WESTVILLE CAMPUS**

REF NO.: F 12/2017

The job is responsible for receiving, receipting and banking of University income as well as making cash disbursements

Minimum Requirements:

- Grade 12 plus two (2) year certificate with Accounting
- Three year's experience in a large computerised organisation of which two years must be in any one of the areas of cashiering
- Experience in spreadsheets, Word and on-line data processing
- Basic knowledge of accounting and reconciliations
- Evidence of experience in dealing with people on all levels in respect of customer service

Enquiries and details regarding this post, including requests for a job profile, and all other recruitment related enquiries may be directed to Noxolo Hlathi, 031 260 7916, hlathin@ukzn.ac.za

The total remuneration package offered includes benefits. This appointment will be on the 2012 Conditions of Service

The closing date for receipt of applications is 07 December 2017

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-nh@ukzn.ac.za
Advert Reference Number MUST be clearly stated in the subject line.**