

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.

2 YEARS FIXED TERM CONTRACT

HUMAN RESOURCES DIVISION
HUMAN RESOURCES DEVELOPMENT

ACCOUNTING AND HRD ADMIN OFFICER
(PEROMNES GRADE 10)
WESTVILLE

REF NO.: HR 02/2020

The HRD Admin & Accounting officer shall be primarily responsible for the coordination and administration of all Emerging Academics Programmes i.e. NGAP, AADP and Talent Excellence & Equity Acceleration Programme. Processing of transactions in line with University policy and procedures and in accordance with the established conditions on the use of grants such as the NGAP s as set out in their Standard Operating Procedures of the Implementation. Budget control against approved budget allocation and in accordance with the established conditions on the use of grants e.g. NGAP as set out in their Standard Operating Procedures of the Implementation and Management. Regular monitoring of expenditures against the predetermined activity plan, record keeping and reporting to management on the matter. Assist in tasks relating to the completion of annual audits on the projects.

Minimum Requirements:

- Matric with a 3 year qualification in accounting.
- Minimum 3 years working experience in an accounting/finance, auditing and administration environment.
- Financial Reporting
- Budgeting
- Auditing

The closing date for receipt of applications is 05 March 2020. 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 should be sent to Recruitment-nm@ukzn.ac.za

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