

**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.**

**RESEARCH DIVISION**

**CREDITORS OFFICER  
(PEROMNES GRADE 9)  
RESEARCH FINANCIAL SERVICES  
WESTVILLE CAMPUS**

**REF NO. RO 03/2020**

The main purpose of the position is to administer the full creditors function within the Research Division portfolio by performing a three-way match, related reconciliations and facilitating the payment of suppliers, in accordance with the prevailing University policies and procedures.

Main functions for the position includes validating documents for accuracy and compliance; reconciliation of creditors' accounts; processing of invoices and timeously payment of suppliers.

**Minimum Requirements:**

- Three (3) year relevant qualification majoring in Finance/Accounting
- Three (3) years' relevant work experience in a creditors' environment

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

**The closing date for receipt of applications is 21 February 2020. 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-nm@ukzn.ac.za](mailto:Recruitment-nm@ukzn.ac.za)**

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