

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HEALTH SCIENCES

**FINANCE OPERATIONS OFFICER (PEROMNES GRADE 9)
(1-YEAR FIXED TERM CONTRACT)
CREDITORS (VALIDATION & CAPTURING)
COLLEGE FINANCE**

**HOWARD COLLEGE CAMPUS
REFERENCE NO.: CHS09/2023**

The incumbent is responsible for ensuring that the payments to suppliers are processed accurately and timeously and that the liability raised is correctly due and payable. This includes processing foreign payments. The incumbent is responsible for the vetting of tax invoices for compliance and capturing invoices and credit notes onto the ITS system. The incumbent will report to the Senior Academic Administrative Officer.

The incumbent will report to the College Finance Manager.

Minimum Requirements:

- Grade 12 (Matric)
- A relevant 3-year diploma
- 3 years' relevant accounting experience
- Ability to scrutinize documents for compliance and accuracy
- Experience in supplier's payment process
- Proficiency in MS word, Microsoft Outlook and MS Excel operation
- Good Communication skills – (Verbal and written)
- Prior experience in a high-volume creditors function
- Relevant ITS system Experience

Enquiries regarding this post may be directed to Ms Suke Phewa (031 260 3986; email: phewas2@ukzn.ac.za). Applicants are encouraged to review the job profile prior to applying - this is available from Ms Suke Phewa) at e-mail: phewas2@ukzn.ac.za

The closing date for receipt of applications is 17 February 2023.

The University reserves the right not to make an appointment. To apply please complete the relevant application form (support form) which is available on the vacancies website at www.ukzn.ac.za and email it to recruitment-chs@ukzn.ac.za with the Advert Reference Number clearly stated in the subject line.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.