**27The 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**

**ASSISTANT ACCOUNTING OFFICER – ASSETS**

 **(PEROMNES GRADE 11)**

**RESEARCH FINANCIAL SERVICES**

**WESTVILLE CAMPUS**

**REF NO. RO 02/2020**

The main purpose of the position is to perform all duties in relation to assets management and it reporting requirement for research division and research projects. Ensure compliance with UKZN asset management policy and procedures, standard operating procedures, managing, controlling and safeguarding of assets

The incumbent will be responsible *for a*sset management operating activities, asset physical count, Loss control management, asset reconciliation and reporting.

**Minimum Requirements**:

* Matric with one year (1) Diploma majority in Accounting.
* Two years (2) relevant experience in an asset management environment.
* Experience in processing asset management operating activities.
* Experience in performing asset reconciliation and reporting
* Experience in conducting asset physical count
* Valid Driver's licence.

**Short-listed candidates may be required to undertake a skills test.**

Enquiries and details regarding this post, including requests for a job profile, may be directed to Nolubabalo Nobongoza, 031 260 2373 or e-mail: nobongozan@ukzn.ac.za

**The total remuneration package offered includes benefits. The closing date for receipt of applications is 16 January 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**

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