

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.

## **FIXED TERM CONTRACT: 3 YEARS**

### **RESEARCH DIVISION**

#### **PRINCIPAL ACCOUNTING OFFICER NRF PROJECTS (PEROMNES GRADE 08) RESEARCH FINANCIAL SERVICES WESTVILLE CAMPUS**

**REF NO. RO 01/ 2023**

The Principal accounting officer NRF Projects is responsible for financially administering, at an operational and reporting level on NRF Research projects that are administered by Research Financial Services and overall financial coordination of all NRF projects for UKZN.

Responsibilities include:

- Preparing NRF Research projects budgets.
- *Financial administration of NRF Research projects*
- *Financial Management and reporting on NRF Research Projects.*

#### **Minimum Requirements:**

- Relevant three (3) year Bachelor's degree majoring in finance or accounting.
- Three (3) years of relevant experience in an accounting environment.
- Basic Accounting (Management and Financial), taxation, and auditing requirements.
- Experience in reconciling and interpreting cost reports, balance sheets, and income statement
- Experience in compiling budgets, projects financial, and reports to external funders
- Fully computer literate, including MS Excel and MS Word

**Short-listed candidates may be required to undertake a skills test. The total remuneration package offered includes benefits. The closing date for receipt of applications is 19<sup>th</sup> January 2023.**

**To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>**

*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.*