**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.**

**STUDENT SERVICES DIVISION**

**ASSETS AND ACCOUNTING OFFICER**

**(PEROMNES GRADE 10)**

**STUDENT SERVICES FINANCE**

**PIETERMARITZBURG CAMPUS**

**REF NO. SS04/2022**

The Student Services Finance department seeks to appoint an accounting person in the role of Assets and Accounting Officer. The incumbent will provide financial services at an operational level to the Student Services Division. This includes control of all student financial activities in relation to the SRC, Clubs, Societies, Sports Administration and House Committees at the respective campuses. S/he will be responsible for data capturing and maintenance of assets related information, and perform all functions related to Asset control within the Division. The incumbent will ensure the accurate processing of transactions in line with policies, procedures, applicable legislation and the resolution of user queries.

Key responsibilities include: approval of expenditure; management and control of budgets ensuring good corporate governance; analysis of asset documents; processing of asset information onto the ITS system and updating and maintaining FAR; preparation of monthly reconciliation of asset information; attending to asset queries and maintaining records in line with UKZN policy and procedures; multi-tasking in finance operations functions.

**Minimum Requirements**:

* Senior certificate plus a 3-year relevant qualification
* Three (3) years’ relevant experience, two years of which should be involvement in the processing of assets and updating the asset register
* Basic Accounting (management and financial), taxation and auditing requirements
* Ability to reconcile and interpret cost reports, cash flows, balance sheets, income statements and analyses
* Fully computer literate including MS Excel and MS Word
* Administrative skills – sound organising and administrative ability.

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 5 August 2022. To apply please click on the link:** [**https://ukzn.ci.hr/applicant/index.php**](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