**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**

**OPERATIONS OFFICER**

**(PEROMNES GRADE 9)**

**STUDENT SERVICES FINANCE**

**PIETERMARITZBURG CAMPUS**

**REF NO. SS03/2022**

The Student Services Finance department seeks to appoint an accounting person in the role of Operations Officer. This is a multi-tasked position, requiring the incumbent to perform various components and functions relating to Creditors Management, Supply Chain Management and Asset Management.

The Operations Officer will ensure the accurate processing of financial information in alignment with University policies, procedures, and applicable legislation in an attempt to mitigate risk exposure to the University. Key responsibilities include: Supply Chain Management; Data verification; Assets and Creditor management.

**Minimum Requirements**:

* A relevant 3-year qualification (Diploma or Degree) with Accounting major
* Three (3) years’ relevant experience in an accounting environment
* Fully computer literate including MS Excel and MS Word
* An understanding of accounting concepts and principles
* A thorough working knowledge of a computerized accounting system and supplier reconciliations
* The ability to deal tactfully with external suppliers and internal departments
* Experience working with large volumes of transactions

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