**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.**

**FINANCE DIVISION**

**CASHIER**

**(PEROMNES GRADE 11)**

**TREASURY**

**WESTVILLE**

**REF NO. F01/2018**

Finance Division requires a Cashier who will be responsible for receiving, receipting and banking of University income, as well as making cash disbursements.

**Minimum Requirements**:

* Grade 12 and a 1-year post-schooling certificate in accounting;
* Three (3) years’ relevant experience in a large computerized organization;
* Experience working with spreadsheets and on-line data processing;
* Basic working knowledge of accounting and reconciliations;
* Evidence of experience in dealing with people on all levels in respect of customer service.

**Advantages**:

* Previous experience in a cashiering role in a higher education institution.

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 7 July 2018.**

**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-jm@ukzn.ac.za**

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