**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**

**CREDITORS OFFICER - VALIDATION AND CAPTURING**

**(PEROMNES GRADE 9)**

**FINANCE AND PROCUREMENT**

**WESTVILLE CAMPUS**

**(ONE YEAR FIXED TERM CONTRACT)**

**REF NO. F 04/2019**

The role of a Creditors Officer is to ensure that supplier transactions are processed accurately and timeously. Ensuring that the liability raised is correctly due and payable.

The incumbent will report to the Head of Creditors.

**Minimum Requirements**:

* Matric and a relevant three (3) year Diploma.
* Three (3) years’ relevant accounting experience
* A working knowledge of windows based Microsoft office applications and creditors system is necessary.
* Experience in supplier payment processes.
* An ability to scrutinize documents for compliance and accuracy.

**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 Nomsa Shezi on 033 260 7276 or e-mail: shezino@ukzn.ac.za.**

**Total Remuneration offered for this position is R17 199.00 per month.**

**The closing date for receipt of applications is Friday, 28 June 2019.**

**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 Nomsa Shezi on shezino@ukzn.ac.za**

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