

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 including people with disabilities.

STUDENT SERVICES DIVISION

**ACCOUNTING OFFICER
STUDENT SERVICES FINANCE
(PEROMNES GRADE 10)
HOWARD COLLEGE**

REF NO.: SS10/2017

The Accounting Officer is responsible for providing financial services to the Student Services Division, which includes student financial activities in relation to the Student Representatives Council (SRC), Clubs, Societies, Sports Administration and House Committees. The incumbent ensures the accurate processing of transactions and the resolution of user queries. S/he is also responsible for data capturing, maintenance of assets information, and performing all functions related to Asset control for the Division.

Minimum Requirements:

- Grade 12 and a 3-year accounting oriented qualification (NQF 7);
- Three (3) year's accounting experience, of which at least two (2) years should have been in an assets section and have been involved in the processing of assets and updating the asset register;
- Knowledge of basic accounting (management and financial), taxation and auditing requirements;
- Ability to reconcile and intepret cost reports, cash flows, balance sheets, income statements and analyses;
- Fully computer literate including MS Word and MS Excel;
- Sound organising and administrative ability.

Advantages:

- Understands University policy and procedures;
- Experience on ITS software package;
- Higher Education Institutional experience;
- Understands the University's committee structures, decision-making bodies and processes.

The total remuneration package offered includes benefits. The closing date for receipt of applications is 7 June 2017.

Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to recruitment-jm@ukzn.ac.za.

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