

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution.

**STUDENT SERVICES DIVISION
CREDITORS OFFICER: VALIDATION & CAPTURING
(PEROMNES GRADE 9)
PIETERMARITZBURG**

REF NO.: SS09/2017

The Creditors Officer is responsible for ensuring that supplier transactions are processed accurately and timeously, and ensuring that liability raised is correctly due and payable. Key responsibilities include validating documents for accuracy and compliance; capturing invoices, debit/credit notes; cancellation of commitments; maintaining records.

Minimum Requirements:

- Grade 12 and relevant 3-year Diploma
- Three (3) years' relevant accounting experience
- A working knowledge of Windows-based MS Office applications and creditors' system
- Experience in supplier payment processes
- An ability to scrutinise documents for compliance and accuracy.

Advantages:

- Prior experience in a high-volume creditors function

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.