

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

**RESIDENCE FINANCE ADMINISTRATOR
STUDENT RESIDENCE AFFAIRS
(PEROMNES GRADE 10)
PIETERMARITZBURG**

REF NO.: SS04/2017

The Finance Administrator administrates residence finances, ensuring that all residence income is received and correctly allocated, that space is managed, and that all expenditure is in accordance with the approved budget and correctly allocated.

Minimum Requirements:

- Matric and a 1-year relevant qualification (Finance, Bookkeeping, Accounting)
- Three (3) years' relevant experience
- Valid and unendorsed code 8 drivers' licence
- Willingness to work overtime
- Experience working with MS Word and excellent MS Excel skills
- Demonstrated past experience of financial or accounting practice
- Excellent organisational skills, administrative skills, communication skills
- Ability to pay close attention to detail.

Advantages:

- A 3-year accounting diploma or degree
- Communication in an African language
- Experience working in a tertiary institution

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 21 May 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.