

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the Institution. Preference will be given to applicants from the designated groups and people with disabilities in accordance with our Employment Equity Plan

**RESEARCH AND INNOVATION
UKZN PRESS
FINANCE OFFICER (ONE-YEAR FIXED TERM CONTRACT)
PEROMNES GRADE 10
PIETERMARITZBURG CAMPUS
REF NO: RO 05/2024**

UKZN Press (The Press) is a publishing institution within the University of KwaZulu-Natal, situated on the Pietermaritzburg campus. The Press is a quality publisher of scholarship and general expertise books for both academic and general readers. Our range includes social, political, economic, and military history, gender, natural sciences, African literature and selected literary works.

The successful candidate must have proven record of bookkeeping, administrative and financial management functions especially within a publishing sector. The candidate must be well-organised, able to take initiative and, able to work independently.

MINIMUM REQUIREMENTS:

- A degree in Accounting / Finance.
- At least two (2) years' experiences of working in a in a variety of bookkeeping, administrative and financial management functions within a book publishing sector.
- Sound knowledge of advanced computer literacy in spreadsheet, word-processing and HTML, bookkeeping, administrative, and financial management.
- Knowledge of Pastel Accounting

Enquiries and details regarding this post, may be directed to **Dr Phindile Dlamini**, email address: press@ukzn.ac.za.

The closing date for receipt of applications is 10 June 2024.

Applicants are required to send a motivation letter and a comprehensive CV to press@ukzn.ac.za. Please state the advert reference number in your subject line.

Applicants who do not meet the minimum requirements will not be considered.