**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.**

**FIXED TERM CONTRACT: 6 MONTHS**

**STUDENT SERVICES DIVISION**

**PRINCIPLE ACCOUNTING OFFICER**

**(PEROMNES GRADE 8)**

**STUDENT FINANCIAL SERVICES**

**REF NO. SS12/2019**

The Principle Accounting Officer provides financial services at an operational level to Student Services, ensures the accurate processing of financial transactions in line with policies, procedures, applicable legislation and the resolution of user queries. The incumbent will also provide supervisory support to staff based at the Westville Office.

Main duties include: approval of expenditure; management and control of budgets; reporting and control of main fund capital expenditure and asset registers; control of management information salary budgeting module; ensuring best practice and good financial governance.

**Minimum Requirements**:

* A 3-year accounting qualification majoring in Accounting - BAcc.or BCompt. or BComm. or BTech. Degree;
* Four (4) years’ relevant experience of which one (1) year must be in a supervisory level;
* Knowledge of Basic Accounting (Management and Financial), Taxation and Auditing requirements;
* Ability to reconcile and interpret cost reports, cash flows, balance sheets, income statements and analyses;
* Fully computer literate including MS Excel and MS Word;
* Administrative skills – sound organising and administrative ability;

Short-listed candidates may be required to undertake a skills test.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 12 November 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** [**Recruitment-jm@ukzn.ac.za**](mailto:Recruitment-jm@ukzn.ac.za)

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