

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representativity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity plan

FINANCE DIVISION
CREDITOR'S OFFICER (VALIDATION & CAPTURING)
(1 POST)
(PEROMNES GRADE 9)
WESTVILLE CAMPUS

REF NO.: F03-2022

The incumbent is responsible for ensuring that the payments to suppliers are processed accurately and timeously and that the liability raised is correctly due and payable. This includes processing foreign payments. The incumbent is responsible for the vetting of tax invoices for compliance and capturing invoices and credit notes onto the ITS system.

The incumbent will report to the Head: Accounts Payable.

Minimum Requirements:

- Grade 12 (Matric)
- A relevant 3-year diploma
- 3 years' relevant accounting experience
- Ability to scrutinize documents for compliance and accuracy
- Experience in supplier's payment process
- Proficiency in MS word, Microsoft Outlook and MS Excel operation
- Good Communication skills – (Verbal and written)
- Good interpersonal skill.
- Good negotiation skills
- Prior experience in a high-volume creditors function

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Nomsa Shezi on e-mail: Shezino@@ukzn.ac.za

**Appointment to this position will be on the January 2018 Conditions of Service.
The total remuneration package offered includes benefits.**

The closing date for receipt of applications is 06 December 2022. To apply please click on the link: <https://ukzn.ci.hr/applicant/index.php>

OR copy this link to Microsoft Edge website.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are

used for processing of the personal information recorded through this recruitment and selection process.