**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: 1 YEAR**

**RESEARCH DIVISION**

**ACCOUNTING OFFICER**

**(PEROMNES GRADE 10)**

**RESEARCH FINANCIAL SERVICES**

**WESTVILLE CAMPUS**

**REF NO. 208/2017**

The accounting officer is responsible for providing comprehensive financial administration support and reporting, for the InQubate unit and the Press unit.

Responsibilities include:

* Providing a full financial administration support for the unit, which includes, but is not limited to processing requisitions, journals, expense claims, invoices, debit or credit notes, and contract appointments.
* Preparing financial reports and reconciliations.
* Providing other general administration such as, travel bookings, and data capturing.

**Minimum Requirements**:

* Relevant three (3) year Diploma in finance or accounting.
* Three (3) years’ experience in an accounting environment.

**Preferential Requirements**:

* Higher education institutional experience.
* Good understanding of the current University computer application software.

**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 21st October 2017.**

**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** **ntulim4@ukzn.ac.za**

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