**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 - ASSETS**

**(PEROMNES GRADE 10)**

**RESEARCH FINANCIAL SERVICES**

**WESTVILLE CAMPUS**

**REF NO. 207/2017**

The incumbent is responsible to perform all duties in relation to assets management and reporting functions for the Research Division and Research projects’ assets. S/he will ensure compliance with UKZN asset management policy and procedures, management, control and safeguarding of assets.

Responsibilities include:

* Overall day to day assets’ operation such processing of assets requisitions, tagging of assets, capturing of assets on asset register.
* Preparation of financial reports and reconciliations.
* Conducting asset verification, following up on discrepancies and reporting accordingly.
* Loss control management in keeping with UKZN policies and procedures.

**Minimum Requirements**:

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

**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.**