

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 including people with disabilities.

FIXED TERM CONTRACT TO DECEMBER 2020

UNIVERSITY CAPACITY DEVELOPMENT PROGRAM (UCDP)

ACCOUNTING OFFICER

**(PEROMNES GRADE 10)
WESTVILLE**

REF NO.: RO 19/2019

The Accounting officer shall be primarily responsible for processing of transactions in line with University policy and procedures and in accordance with the established conditions on the use of UCDG funds as set out in the Standard Operating Procedures of the Implementation and Management of the UCDP and UCDG. Budget control against approved budget allocation and in accordance with the established conditions on the use of UCDG funds as set out in the Standard Operating Procedures of the Implementation and Management of the UCDP and UCDG. Regular monitoring of expenditures against the predetermined activity plan, record keeping and reporting to management on the matter. Assist in tasks relating to the completion of annual audit on the project.

Minimum Requirements:

- Matric with a 3 year qualification in accounting.
- Minimum 3-years working experience in an accounting/finance, auditing and administration environment dealing with financial reporting, budgeting and auditing.

The closing date for receipt of applications is 25 October 2019. Applicants are required to complete the official application form ("application form – support") which is available on the Vacancies website at www.ukzn.ac.za. Completed forms should be sent to H Holtzhausen at Holtzhausenh@ukzn.ac.za Advert Reference Number MUST be clearly stated in the subject line.