**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**

**HEAD STUDENT FINANCIAL SERVICES**

**(1 POST)**

**(PEROMNES GRADE 8)**

**DURBAN**

**REF NO.: F04-2022**

The incumbent provides a comprehensive student financial service to the university community. S/he is responsible for efficient administration of all revenue pertaining to student fees, maintaining the student fee structure, debt management and collection, managing staff, cost reduction and institution of internal controls in compliance with the minimum control framework.

The incumbent will report to the Manager Student Financial Services.

**Minimum Requirements**:

* Three (3) year Commerce Diploma or Bachelor’s Degree. B Com, B Admin or related degree
* Five years working experience, of which two years’ experience must be in any two of the following: academic fee structure, student fees administration, systems maintenance, debt collection and exercising internal control measures
* 2 years supervisory experience
* Evidence of good data analytical skills
* Experience in report-writing and providing timely and accurate financial and management reports as well as accurate periodic reconciliations.
* Experience in producing spreadsheet and Word document, reports.
* Work experience in a tertiary institution.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to KC Kheswa on e-mail: KheswaKC@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 03 November 2022. To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

*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.*