**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.**

**For this position applications are invited from Designated Africans**

**FINANCE DIVISION**

**CASHIER**

**(PEROMNES GRADE 11)**

**WESTVILLE & EDGEWOOD**

**REF NO.: F30/2014**

The incumbent is responsible for receiving, receipting and banking of University income as well as making cash disbursements.

**Minimum Requirements**:

* Grade 12 (Matric) plus a 1- year certificate with Accounting;
* Three (3) years’ experience in a large computerised organisation of which two (2) years must be in any one of the areas of cashiering;
* Experience in spreadsheets, MS Word and on-line data processing;
* Basic knowledge of accounting and reconciliations;
* Evidence of experience in dealing with people on all levels in respect of customer service.

**The total remuneration package offered includes benefits.**

**The closing date for receipt of applications is 24 September 2014.**

**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 may be sent to** **Recruitment-nh@ukzn.ac.za****.**

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