

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity.
For this position, applications are invited from Designated Africans**

**FINANCE DIVISION
ACCOUNTING OFFICER
FEES AND DEBT
(PEROMNES GRADE 10)
(4 MONTHS FIXED-TERM CONTRACT)
PIETERMARITZBURG**

REF NO.: F05 /2016

The incumbent ensures that the University raises and collects correct fees, raises fee debt where necessary, and processes refunds and student allowances.

The incumbent will mainly focus on responsibilities relating to financial control, administration of fee and debtor accounts, making cash disbursements, debt administration and collection, improving service delivery and cost reductions, as well as implementing measures of internal control to ensure compliance with the minimum control framework.

Minimum Requirements:

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

The total remuneration is R12250.00 per month.

The closing date for receipt of applications is 11 May 2016.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to ndlovub2@ukzn.ac.za.

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