**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: 3 MONTHS**

**STUDENT SERVICES DIVISION**

**CREDITORS OFFICER**

**(PEROMNES GRADE 9)**

**STUDENT FINANCIAL SERVICES**

**PIETERMARITZBURG**

**REF NO. SS01/2018**

The Creditors Officer is responsible for ensuring that supplier transactions are processed accurately and timeously, and ensuring that liability raised is correctly due and payable.

Key responsibilities include validating documents for accuracy and compliance; capturing invoices, debit/credit notes; cancellation of commitments; maintaining records.

**Minimum Requirements**:

* Grade 12 and relevant 3-year Diploma
* Three (3) years’ relevant accounting experience
* A working knowledge of Windows-based MS Office applications and creditors’ system
* Experience in supplier payment processes
* An ability to scrutinise documents for complaince and accuracy.

**Advantages:**

Prior experience in a high-volume creditors function

**The total monthly remuneration package is: R17,199 p.m.**

**The closing date for receipt of applications is 11 January 2018.**

**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 spillay@ukzn.ac.za.**

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