**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.**

**FINANCE DIVISION**

**CASHBOOK OFFICER**

**(PEROMNES GRADE 10)**

**TREASURY DEPARTMENT**

**WESTVILLE CAMPUS**

**(ONE YEAR FIXED TERM CONTRACT)**

**REF NO. FO01/2019**

The role of the cashbook officer is to accurately & timeously allocate and administer all the University funds, the role is also responsible for all administrative duties relating to the university’s bank accounts. The job is also responsible for the reconciliation of all the University’s bank accounts and the related suspense and general ledger accounts.

The incumbent will report to the Treasury Accountant.

**Minimum Requirements**:

* Grade 12 and a 3 year accounting qualification
* 3 years’ experience in a banking, treasury or finance environment
* Experience in cashbook processing
* Experience in bank reconciliations and general ledger reconciliations

**Short-listed candidates may be required to undertake a skills test.**

**Enquiries and details regarding this post, including requests for a job profile, may be directed to Maphili Mbanjwa on 033 260 7631 or e-mail: Mbanjwap1@ukzn.ac.za.**

**Total Remuneration offered for this position is R14 962.00 per month.**

**The closing date for receipt of applications is the 12th of April 2019.**

**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 Maphili Mbanjwa on Mbajwap1@ukzn.ac.za.**

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