**CALL FOR EXPRESSION OF INTEREST**

**ACTING TRAINEE ACCOUNTANT**

**COLLEGE FINANCE**

The Finance Unit within the College of Humanities has an opportunity for an acting appointment entitled: **TRAINEE ACCOUNTANT** to assist the Accountant and Finance Manager. The successful incumbent will provide assistance in numerous financial activities.

An acting position of this nature provides an ideal opportunity for qualifying professionals to gain experience within the field of University finance operations. This includes day-to-day support in finance administration,

including data capture, reconciliations, approvals in line with University policies, procedures and guidelines. In addition, any other ad hoc tasks as assigned by the Accountant/Finance Manager.

The incumbent will report to the Finance Manager. Candidates interested in being considered for the opportunity to act in this capacity for a period of **Three months (with the possibility of renewable)**, are invited to send their CV and a brief covering motivation, indicating how they would see this as a development opportunity and/or what you could contribute to the portfolio. All expressions of interest are to be sent via email to Ms. Letitia Naidoo ([NaidooL9@ukzn.ac.za](mailto:NaidooL9@ukzn.ac.za) )

**The minimum Requirements for the position are:**

* Relevant accountant degree or diploma, with at least 2 years financial administrative experience.
* Experience working with professional staff, students, and academics
* Proficiency in MS Word, Microsoft Outlook and MS Excel operation.
* Proficiency in the University’s mainframe and iEnabler systems

For the acting appointments, the process to be followed is to solicit expressions of interest from potential qualified candidates. A small committee, chaired by the DPS, will then review all expressions of interests. A non-pensionable allowance will be paid for the duration of the acting appointment. Interested applicants should meet ALL of the minimum requirements as per the Acting Policy.

Ms Letitia Naidoo can be contacted on telephone x4255 for a copy of the job profile, if required.

**The closing date for receipt of expressions of interest is close of business Monday 18 October 2021**