

**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.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**SCHOOL OF LAW**

**FINANCIAL CONSULTANT IN THE LAW CLINIC (Ad-Hoc one-year fixed term)  
HOWARD COLLEGE CAMPUS**

**REFERENCE NUMBER: LC01/2024**

The UKZN Law Clinic (LC) has been providing free legal services to indigent people and training law students and candidate attorneys since 1973. It seeks to ensure that it has an impact on areas of the law geared towards alleviating poverty and discrimination.

The incumbent must have experience in drafting all financial documents for reporting purposes and projections and must be able to work under pressure and to work independently. Good organisational and office management skills are a must. The incumbent must also be able to always maintain confidentiality: The remuneration will be dependent on experience and/or qualifications. A contract for the services will be entered into with the successful candidate who will perform financial bookkeeping once or twice per year.

**MINIMUM REQUIREMENTS**

- A financial consultant or bookkeeping qualification at the level of a BCom. degree;
- Three (3) years of relevant financial consultant/ bookkeeping experience;
- Minimum of three (3) years computer experience using MS Office in a work environment.

**Communication will be limited to shortlisted candidates only.**

**Inquiries and details regarding this post, including requests for a job profile, may be directed to the Law Clinic's Director, Dr Dave Holness, at [holness@ukzn.ac.za](mailto:holness@ukzn.ac.za)**

**Applicants are required to complete the relevant application form (application form – support), which is available on the Vacancies page of the University website at [www.ukzn.ac.za](http://www.ukzn.ac.za)**

**Completed application forms, CV, and cover letter may be sent to the Law Clinic's Director, Dr Dave Holness, at [holness@ukzn.ac.za](mailto:holness@ukzn.ac.za)**

**The remuneration package offered will be dependent on the qualifications and experience of the successful applicant and will be in accordance with the University's policy on fixed-term appointments.**

**The advertisement reference number (LC01/2024) must be stated in the subject line of your email.**

**The closing date for receipt of applications is by close of business on Tuesday 2 July 2024.**

*Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paperbased formats that are used for processing of the personal information recorded through this recruitment and selection process.*