

The University of KwaZulu-Natal is (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.
Preference will be given to applicants from the designated groups in accordance with our Employment Equity plan.

COLLEGE OF HEALTH SCIENCES
FINANCIAL ADMINISTRATOR
(4-MONTH FIXED TERM)
HIV PATHOGENESIS PROGRAMME (HPP)
SCHOOL OF LABORATORY MEDICINE AND MEDICAL SCIENCES
NELSON R MANDELA SCHOOL OF MEDICINE
Ref: HPP/FINANCIAL ADMINISTRATOR/JULY2024
Closing date: Sunday, 28 July 2024 (RE-ADVERTISED)

The HIV Pathogenesis Programme (HPP) is a multidisciplinary HIV pathogenesis research programme based at the University of KwaZulu-Natal's Nelson Mandela School of Medicine in Durban. The HPP has been involved in studies of HIV-1 immunopathogenesis for over 20 years.

The HPP needs to fill a **FINANCIAL ADMINISTRATOR** position. The incumbent will assist HPP's Finance Manager with extracting data from the laboratory for invoicing purposes, preparation of journals for payment, reconciliation of invoices before payments are made, analysis of payments, etc. The incumbent will be required to be hard working and efficient, organized, meticulous and professional, and must be able to work independently as well as part of a team. The incumbent will report to HPP's Finance Manager.

MINIMUM REQUIREMENTS:

- Grade 12 senior certificate.
- Diploma in Accounting.
- Five years post qualifying experience in an accounting environment.
- Practical experience working with UKZN iEnabler, and other UKZN systems.
- Computer literacy with excellent knowledge of Microsoft Office.
- Financial experience.
- Stock management experience.

RESPONSIBILITIES

- Procurement / Placement of Orders
- Follow up of orders
- Reconciliation and payment of orders
- Stock management
- General administrative duties

Enquiries regarding this post and requests for the job profile may be directed to Mrs. Tarryn Tomlinson (Grants & Administration Manager), leslie@ukzn.ac.za.

Terms of appointment and Selection Process

The post will be offered on a four-month fixed term contract. The terms and conditions governing this appointment will be in compliance with those of the University of KwaZulu-Natal. The monthly cost of employment for this position will be R18,000 – R20,000, dependent on the experience of the successful candidate.

The closing date for receipt of applications is **Sunday, 28 July 2024**. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches. The selection process will commence in July/August 2024 and will continue until suitable candidates are appointed or a decision is taken not to fill the posts.

Applicants are required to complete the application form for support staff which is available on the [UKZN vacancies webpage](#), **demonstrating specifically how they meet the minimum requirements for the position**.

Completed forms (preferably typed) must be emailed to Mrs. Tarryn Tomlinson at leslie@ukzn.ac.za

CVs will NOT be accepted or considered.

Please quote the advert reference number - HPP/FINANCIAL ADMINISTRATOR/JULY2024 - in your subject line and name your application as your full name and surname, e.g. MARY GREEN.