

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

**RE-ADVERTISEMENT**

**FINANCE DIVISION  
ACCOUNTING OFFICER STUDENT FINANCIAL SERVICESX(1 POST)  
FINANCIAL REPORTING, FINANCE DIVISION  
(PEROMNES GRADE 10)  
DURBAN**

**REF NO: F05/2024**

The incumbent ensures that the University raises and collects correct fees, raises fee debt where necessary, and processes refunds and student allowances. The incumbent will mainly focus on responsibilities relating to financial controls, administration of fee and debtor accounts, making cash disbursements, debt administration and collection, improving service delivery and cost reductions, as well as complying with internal control measures in line with the minimum control framework.

**Minimum Requirements:**

- Matric with Accounting plus one (1) year commerce Diploma;
- Three (3) years experience in a large computerised organisation of which two (2) years must be in any one of the areas of fees, cashiering or debtors;
- Basic knowledge of accounting and reconciliations;
- Experience working with spreadsheets, MS Word and on-line data processing;
- Two (2) years working experience in dealing with people at all levels in respect of customer service.
- Working knowledge of the Integrated Tertiary Software (ITS).

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

Enquiries and details regarding this post, as well as requests for a job profile, may be directed to Ms. Cynthia Mbuli on e-mail: [mbulic@ukzn.ac.za](mailto:mbulic@ukzn.ac.za).

**Appointment to this position will be on the January 2018 Conditions of Service.**

**The total remuneration package offered includes benefits. The closing date for receipt of applications is Wednesday, 18 September 2024.**

**To apply please copy this link to Microsoft Edge, OR click on the link**

**<https://ukzn.ci.hr/applicant/index.php> OR visit the career portal on**

**<https://ukzn.ac.za/>**

*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 endeavor to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*