

**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.**

**FINANCE DIVISION**  
**Assistant Fees Officer (X12): 3-Month Contract**  
**FINANCIAL REPORTING, FINANCE DIVISION**  
**(PEROMNES GRADE 11)**  
**DURBAN -X 9**  
**PMB - X 3**

**REF NO: F07-2024**

The incumbent will provide support in the effective administration of student fee accounts, timely collection of fees and prompt resolutions of financial queries.

The incumbent's main focus areas are functions relating to financial control and administration of debtor accounts (Student Debtors (SD) and Accounts Receivables (AR) subsystems) especially during the registration, debt administration and collection, improving service delivery, implementing cost reduction strategies, as well as implementing measures of internal controls to ensure compliance with the approved minimum control framework.

**Minimum Requirements:**

- Matric with Accounting plus one (1) year commerce Diploma;
- Twelve months (1) year experience in a computerised organisation;
- Basic knowledge of accounting and reconciliations;
- Experience working with spreadsheets, MS Word and on-line data processing;
- Working experience in dealing with people at all levels in respect of customer service.

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 Cynthia Mbuli on e-mail: mbulic@ukzn.ac.za

**The remuneration will be according to UKZN Approved Fixed term rate for grade 11.**

**The closing date for receipt of applications is Thursday 12 December 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.*