

The University of KwaZulu-Natal 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
GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP (GSB&L)
18 MONTHS FIXED -TERM
ACCOUNTANT (Part Time) GRADE 7
WESTVILLE CAMPUS
REFERENCE NO: RLED01/2025**

GSB&L is seeking to appoint an individual for the position of Accountant. This role is crucial in analysing financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. The incumbent will report to the RLED Project Manager, EDTEA Audit HOD and Finance Manager, CLMS. This is an externally funded post and subject to funding by EDTEA.

The incumbent will be responsible for the financial management of the College's main fund budget allocation, delivering comprehensive financial management services with the following advantages:

- Experience in dealing with large volumes of transactions
- Experience in preparing donor financial statements, budgets and coordination of audit reports
- Interpretation and application of donor funding requirements
- Information Systems - good understanding of current computer application software
- Five years Financial Management experience of which two years should be in a university / tertiary education environment;
- Computer proficiency in word processing and spreadsheet packages;
- Experience with cost centre management;
- Experience in drafting and presenting budgets
- Experience in Close-out project reporting

Minimum Requirements:

- Grade 12 and
- B.Compt / B.Com / B.Acc / B.Tech degree (with Accounting major)
- Seven (7) years relevant accounting experience, of which two (2) years should be in a supervisory capacity.

The closing date for receipt of applications is 10 April 2025. Enquiries and details regarding the post may be directed to Dr Mlondi Vilakazi - vilakazim@ukzn.ac.za. **Communication will be limited to short-listed candidates.** The remuneration will be in accordance with the University's policy on fixed-term appointments. Applicants are required to complete the relevant application form (Support Staff), which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be emailed to Mrs **Kiru Naidoo - 031 260 7564 or e-mail: Naidook87@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.