

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
ACCOUNTING OFFICER: STUDENT FINANCIAL SERVICES
(1 POST) 5-Months Fixed Term Contract
FINANCIAL REPORTING AND STUDENT FINANCE DEPARTMENT
(PEROMNES GRADE 10)
PIETERMARITZBURG CAMPUS

REF NO.: UKZN_000558

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 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).

Enquiries and details regarding this post may be directed to the Cynthia Mbuli, mbulic@ukzn.ac.za. The successful incumbent will be paid as per Approved UKZN Fixed Term Rates.

The closing date for receipt of applications is Wednesday 14 May 2025.

All applicants are required to apply online on the Career Portal, front page of UKZN website <https://ukzn.ci.hr/applicant/index.php> or copy link to Microsoft Edge and search.

NOTE: PLEASE DO NOT SEND THE APPLICATIONS TO INDIVIDUAL E-MAIL ADDRESSES. APPLICATIONS SENT VIA EMAIL WILL NOT BE ACCEPTED.

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 paper-based formats that are used for processing of the personal information recorded through *this recruitment and selection process*.