

**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.**

**FIXED TERM CONTRACT: INDEFINITE**

**FINANCE DIVISION**

**PRINCIPAL ACCOUNTING OFFICER NRF PROJECTS  
(PEROMNES GRADE 08)  
COLLEGE AND RESEARCH FINANCE  
WESTVILLE CAMPUS**

**REF NO. ukzn\_000638**

The Principal accounting officer NRF Projects is responsible for financially administering, at an operational and reporting level on NRF Research projects that are administered by College and Research Finance and overall financial coordination of all NRF projects for UKZN.

Responsibilities include:

- Preparing NRF Research projects budgets.
- *Financial administration of NRF Research projects*
- *Financial Management and reporting on NRF Research Projects.*

**Minimum Requirements:**

- Relevant three (3) year Bachelor's degree majoring in finance or accounting.
- Three (3) years' relevant experience in an accounting environment.
- Basic Accounting (Management and Financial), taxation and auditing requirements.
- Experience in reconciling and interpreting cost reports, balance sheets and income statement
- Experience in compiling budgets, projects financial and reports to external funders
- Fully computer literate, including MS Excel and MS Word

**Preferential Requirements:**

- Higher education institutional experience.
- Experience in the use of the ITS software package.
- Understanding the University's policies and procedures
- Excellent communication skills (verbal and written) and an ability to liaise with staff at all levels in the University.
- Ability to work under pressure and meet strict deadlines

**Enquiries and requests for a job profile:** These may be directed in writing to Mrs. Cynthia Mbuli on [Mbulic@ukzn.ac.za](mailto:Mbulic@ukzn.ac.za). This email address is for enquiries only and should not be used to submit applications.

**To submit an application:**

Please click on the link <https://ukzn.ci.hr/applicant/index.php>  
[or copy link to Microsoft Edge website](#)  
[or click on Career Portal website found on UKZN website home page.](#)

**The closing date for receipt of applications is 26 August 2025**

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