

The University of KwaZulu-Natal (UKZN) 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 including people with disabilities.

INTERNAL ADVERT:

This placement will be in line with the approved Guidelines applicable to all university staff who are appointed to university establishment and funded posts, and who are as a result of Project Renewal, having to be considered for placement in posts in the new university organisational structure, which are now fewer in number, or in some respects different to their original posts held in the previous organisational structure. Preference will be given to candidates who meet the minimum requirements and have the required competencies for the positions under consideration as per the applicable job profile.

FINANCE DIVISION

**HEAD COMMERCIAL DEBTORS
FINANCE OPERATIONS DEPARTMENT
(PEROMNES GRADE 8)
PIETERMARITZBURG CAMPUS
REF.NO.UKZN_000727**

The main responsibilities as Head of the Debtors section are:

- Accurate invoicing and the collection of amounts due from external organizations and trade debtors (Commercial debtors).
- Reconciliation of control and other accounts, reporting monthly, annually and on an ad hoc basis.
- Liaison with University and other attorneys.
- Supervision of staff.
- Other accounting, statistical and administrative functions.

Minimum Requirements:

- Grade 12 and a 3 year or 4 year degree (B Tech) in Accounting.
- 5 years working experience of which 2 years must be in debt management and cashiering.
- Evidence of good data analytical skills, experience in report-writing and providing timely and accurate financial and management reports as well as accurate periodic reconciliations. Experience in producing spreadsheet and Word documents and reports.

Advantages:

Good verbal and written skills, ability to work under pressure

Experience in working in the tertiary education or public sector environment.

Good understanding of current computer application software.

Experience in the registration process (finance side).

The closing date for receipt of applications is 5 December 2025.

To apply please 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 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.