

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.

All eligible permanent members of staff are invited to apply for this position.

EXPRESSION OF INTEREST

**SENIOR ACCOUNTING OFFICER
(ASSISTANT ACCOUNTANT)
(PEROMNES GRADE 09)
FINANCE OPERATIONS
PIETERMARITZBURG AND WESTVILLE CAMPUSES**

An opportunity has arisen in the department for an employee to act in the position of Senior Accounting Officer for a period of 18 months or until the incumbent's secondment expiry date.

According to the Policy "Redeployment, Secondment, Transfer and Acting Appointment" – the employee should meet most if not all requirements.

The University is seeking a suitably qualified and detail-oriented individual to take responsibility for the financial management of Support Services at an operational level. This includes providing all the capex reports for the preparation of year and commitments and provide supporting documentation to both internal and external auditors.

The successful candidate will ensure the provision of accurate, relevant, and timely financial information to support effective decision-making, while maintaining full compliance with university policies, procedures, and applicable legislation in the processing of all transactions.

MINIMUM REQUIREMENTS:

- Three (3) year Diploma majoring in accounting.
- Three (3) years' relevant experience in an accounting environment.
- Experience in reconciling and interpreting cost reports. cash flows, balance sheets, income statements and analyses.
- Analysing the budget vs expenditure and preparing journals for reallocations.
- Completed SAICA articles.
- Fully computer literate including MS Excel and MS Word.

Preferably must also have;

- Understanding of the University's policies and procedures.
- Experience on the ITS software package.
- Higher Education Institutional experience.
- Understanding of the University's committee structures and Regulatory bodies.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs. Cynthia Mbuli or e-mail: Mbulic@ukzn.ac.za

Interested employees should send an expression of interest and attach CV, explaining how they meet the minimum requirements sufficiently to perform adequately in the role – to

Cynthia Mbuli (Mbulic@ukzn.ac.za) 031 260 3378, by no later than Wednesday, 04 February 2026.

The closing date for receipt of applications is Monday 02 February 2026.

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.