

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.

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. The skill set may be adaptable to accommodate employees placed on the pool who meet most of the competencies required for the job.

FINANCE DIVISION

**SENIOR ACCOUNTING OFFICER - PAYROLL
(PEROMNES GRADE 8)
FINANCE OPERATIONS DEPARTMENT
WESTVILLE CAMPUS**

REFERENCE NO: ukzn_000744

The incumbent will be responsible for performing all the payroll accounting related tasks which including recording of transactions, reconciliation of all the control accounts, following up and resolving all the reconciling items timeously. This includes managing payroll debtors, bank account reconciliation and processing month end third party payments. queries.

This position will report to the Payroll Manager.

Minimum Requirements:

- A three-year B Com degree or BTech majoring in Accounting.
- Minimum of three years post qualifying experience in the payroll environment.
- Ability to prepare reconciliations and resolve reconciling items.
- Fully computer literate including MS Excel and MS Word.
- Administrative skills – sound organizing and administrative ability
- Experience in Higher education and working knowledge of the ITS system will be an added advantage.
- Understand the University's policies and procedures, committee structures and decision-making bodies and processes.

To submit an application:

Please click on the link **Employees** found on the UKZN **Career Portal** page, validate with your id.no. and apply on the advert.

The closing date for receipt of applications is 17 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.