

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
CREDITOR'S OFFICER
(6 MONTHS- FIXED TERM CONTRACT APPOINTMENT)
(1 POST)
(PEROMNES GRADE 9)
WESTVILLE CAMPUS

REF NO.:

The incumbent is responsible for ensuring that the payments to suppliers are processed accurately and timeously and that the liability raised is correctly due and payable. This includes processing foreign payments and instant money payments. The incumbent is responsible for the vetting of tax invoices for compliance, capturing invoices and credit notes onto the ITS system and preparing supplier reconciliations.

The incumbent will report to the Head of Creditors

Minimum Requirements:

- A relevant 3-year degree or diploma Majoring in Accounting.
- 3 years' relevant experience within a creditors division.
- Ability to scrutinize documents for compliance and accuracy.
- Experience in processing supplier payments and creditors reconciliations.
- Understanding of the Universities policies and procedures.
- Proficiency in MS word, Microsoft Outlook and MS Excel operation.

The remuneration offered will be in accordance with the UKZN Fixed Term

Rates.

To apply please click on the link:- <https://ukzn.ci.hr/applicant/index.php>

The closing date for receipt of applications is Thursday 26 March 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 paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.

1. Please do not send us copies of your degree and other certificates. We will request certified copies if you are short listed for interview.
2. Please read the advertisement carefully. We do not consider applicants who do not meet the minimum requirements.
3. The University is committed to Employment Equity.
4. The University reserves the right not to fill a vacancy.
5. **Should you not hear from us within six weeks of the closing date, please assume you are unsuccessful**
6. Please familiarise yourself with the University's Section 18 Notice regarding the processing of your Personal Information.