

University of KwaZulu-Natal 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

STUDENT FUNDING

**BURSARY OFFICER
PEROMNES GRADE 10
SIX MONTHS FIXED TERM APPOINTMENT
STUDENT FUNDING
WESTVILLE CAMPUS**

REFERENCE NO.: SF01/2026

The successful incumbent will report to the Head of Bursaries and will provide administrative support to the Bursary Section in the Student Funding Central Office. The role is responsible for cost centre applications, cost centre reconciliations and processing journals. The job also includes assistance with any other bursary work within the section including College/School bursaries and Internal Bursaries. The role also involves preparing reports for bursary funders.

Minimum requirements:

- Matric plus three-year diploma or degree with accounting or finance majors.
- At least two years post qualification work experience in a financial services environment.
- Basic knowledge of accounting, reconciliation and interpreting cost centre reports.
- Experience in working with MS excel, (MS Word) and computer literacy
- Working knowledge of Integrated Software Systems.
- Experience in the Higher education sector will be an advantage

Enquiries and details regarding this post, as well as requests for the job profile may be directed to Ms N Ndwalane on email: Ndwalanen@ukzn.ac.za

The remuneration will be in accordance with the University's policy on fixed term appointments.

The closing date for receipt of applications is Friday, 17 April 2026.

Applicants are required to complete the relevant application form that is available on the Vacancies page of the University website at <http://vacancies.ukzn.ac.za/Home.aspx>

Completed application forms may be sent to: Ashika Inderjith on Marimuthoo@ukzn.ac.za

Please state the advert reference number in your subject line and campus in which the application is made for.

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 endeavor 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.