



**UNIVERSITY OF
ZULULAND**

**The University of Zululand subscribes to the principles embedded in the
Employment Equity Act**

**FINANCE DIRECTORATE
FINANCIAL SERVICES (FINANCIAL STATEMENTS)**

CREDITORS CLERKS

2 POSITIONS

REFERENCE NUMBERS: 2019/09/MD68 AND 2019/09/MD89

GRADE 11

The purpose of this position is to be responsible for the timely and accurate processing and reconciliation of all documents for payment to Creditors for goods and services rendered in accordance with the Supply Chain Management policy and procedures.

KEY ACTIVITIES

- Processing of Invoices.
- Query Resolution.
- Financial Administration.

MINIMUM REQUIREMENTS

- Diploma in Accounting or relevant field.
- Minimum (2) years relevant experience in a Financial or Administrative environment.
- The candidate needs to live within a radius of 50 kilometers from KwaDlangezwa.

PREFERENCES

- A Degree and experience in an accounts payable environment would be a recommendation.

OTHER REQUIREMENTS

Knowledge

- Knowledge of Finance policies and procedures
- Computer Literacy
- ITS system

Skills

- Compliance
- Team Work
- Clerical Accuracy: Checking
- Communication skills (written and verbal)
- Planning and Organising

Behavior / Attributes

- Attention to Detail
- Personal Execution and Delivery
- Customer Service Orientation
- Professional integrity and ethics

CLOSING DATE: 22 September 2019

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.