



**UNIVERSITY OF
ZULULAND**

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

FINANCE DIRECTORATE

FINANCIAL SERVICES (FINANCIAL STATEMENTS)

SUNDRY PAYMENTS OFFICER

REFERENCE NUMBER: 2019/09/MD53

GRADE 9

The purpose of this position is to be responsible for the accurate and timely processing of sundry payments and non-taxable staff claims, as per Finance policies and procedures, and for verifying that payments and refunds have been approved by designated signatories.

KEY ACTIVITIES

- Claims Processing.
- Maintenance of Registers.
- Budget Administration.
- Financial Administration.
- Petty Cash.
- Team Leadership.

MINIMUM REQUIREMENTS

- National Diploma or Degree in Finance / Accounting.
- Minimum (2) years relevant experience in a Financial or Administrative environment.

PREFERENCES

- Postgraduate qualification and experience in an accounts payable environment would be a recommendation.

OTHER REQUIREMENTS

Knowledge

- Knowledge of Finance policies and procedures
- Computer Literacy

- ITS system
- Basic understanding of International Financial Reporting System

Skills

- Compliance
- Communication skills (written and verbal)
- Administrative ability
- Financial and management reporting skills

Behavior / Attributes

- Attention to Detail
- Personal Execution and Delivery
- Planning and Organising
- Professional integrity and ethics
- Team Work
- Customer Service Orientation
- Tolerance for Stress

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.