



**UNIVERSITY OF
ZULULAND**

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

FINANCE DIRECTORATE

ASSISTANT ACCOUNTANT

REFERENCE NUMBER: 2023/06/MF02

GRADE 9

The primary purpose of this role is to process and report on financial information about the financial position of the University, and for the review of financial transactions, to ensure compliance with relevant legislative requirements, general accounting principles and organisational policies and procedures.

KEY ACTIVITIES

- Financial Transactions and Reporting
- Compliance
- Reconciliations
- Team Leadership

MINIMUM REQUIREMENTS

- Bachelor's Degree in Accounting / Finance.
- Two (2) years' relevant accounting experience.

PREFERENCES

- Accounting articles would be an added advantage.

OTHER REQUIREMENTS

Knowledge

- Finance policies and procedures
- Computer Literacy
- Knowledge of ITS system
- Basic understanding of International Financial Reporting System

Skills

- Compliance
- Teamwork
- Analytical Skills
- Communication skills (written and verbal)
- Clerical Accuracy: Checking

Behaviour / Attributes

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

CLOSING DATE: 11 June 2023

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.

The University reserves the right not to make an appointment. Communication will be entered into with the shortlisted candidates only.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity.