



**UNIVERSITY OF
ZULULAND**

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

FINANCE DIVISION

STUDENT ACCOUNTS OFFICER

REFERENCE NUMBER: 2024/03/MD08

GRADE 11

The primary purpose of this position is to consult with students regarding Student Accounts related enquiries. The role is responsible for processing transactions on student accounts to ensure correctness of student fee statements, and for ensuring that paid-up students have access to graduation, registration and University documentation.

KEY ACTIVITIES

- Student Consultations
- Processing of Refunds to Fully Paid-up Students
- Processing of Journals
- Enabling of Graduation, Registration and Access to Student Records
- Cashier Function

MINIMUM REQUIREMENTS

- Minimum Diploma in Accounting or equivalent qualification.
- Minimum 2 years' relevant experience.

PREFERENCES

- A degree and experience in a revenue recognition environment would be an added advantage.

OTHER REQUIREMENTS

Knowledge

- Higher Education policies and legislation, particularly those relating to Finance

- Financial and accounting principles
- Knowledge of an ERP system (ITS system - not for recruitment purposes)
- Understanding of audit processes

Skills

- Communication verbal and written
- Planning and organisational skills
- Administrative ability
- Computer skills - Microsoft Excel and Microsoft Word
- Analytical and problem solving skills

Behaviour / Attributes

- Professional integrity and ethics
- Analytical Thinking
- Managing Complexity
- Quality Orientated
- Personal Execution and Delivery

CLOSING DATE: 31 March 2024

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.

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. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.