



Assistant Accountant: Sundry Payments (Finance) Two Posts

Requirements:

- At least a National Diploma in Accounting or Financial management.
- A minimum of two (2) year's post qualification experience in financial management specifically disbursement.
- A minimum of one (1) year of exposure to South African VAT.
- Knowledge of accounting and financial principles.
- Studying towards a bachelor's degree will be an added advantage.

Competencies skills:

- Strong numeric orientation team player.
- Accuracy and attention to details.
- Sound interpersonal and communication skills (both verbal and written).
- The ability to work efficiently under pressure and meet deadlines.
- Mental agility to deal with work in a proactive manner.
- Analytical thinking.
- Ability to handle confidential matters in a professional and ethical manner.
- Customer care skills.
- Sound financial and accounting skills.
- Reliability, integrity and trustworthiness.

Duties

- Payment of subsistence and travel claims.
- Payment/ refund of membership registration for conference fees and association.
- Payment of sundry creditors.
- Processing of petty cash requisitions.
- Provide support services for the division.

Closing date: 18 May 2018

Typed applications, which should contain a comprehensive curriculum vitae, certified copies of all applications and contact details of three referees should be forwarded for the attention of Ms K.P Ngobeni to the Chief Human Resources, Private Bag X1106, Sovenga, 0727 or e-mail application in MS Word format to Katlego.ngobeni@ul.ac.za Telephonic queries regarding conditions of service can be made to (015) 268 2857

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African qualification Authority. Please also note that failure to submit the requested documents/ information will result in your application not being considered.

The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Policy.

Preference will be given to Males (Indians, & Coloureds) and / or Females (Indians, whites & Coloureds)

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserves the right not to make an appointment