

# RE-ADVERTISEMENT

**Candidates who applied previously need to apply again**

## UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)
- EMPLOYEE/APPLICANT WHO, AT THE TIME OF THE ADVERTISEMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE WITHIN THE UNIVERSITY

**APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.**

## UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: FINANCE AND UNISA BUSINESS ENTERPRISE**

**POSITION: ACCOUNTANT(P7)**

**(MUCKLENEUK CAMPUS)**

**Ref no. Accountant/P7NkoaneM/2024)**

The purpose of the position is to produce, prepare and analyse financial statements for Foundations, Departmental Funds, Special Projects, any UNISA accounting work and provides advisory services.

### Requirements

- Standard 10 (Grade 12-Matric) plus Accounting bachelor's degree or National Diploma in Accounting (Majors Financial Accounting 3 and Management Accounting 3 and Taxation 3 and Auditing 3)
- 5 years relevant experience in the financial environment, of which two years relates to preparation of financial statements, income and expenditure reports, and reconciliation of control accounts.
- Completed SAICA article added advantage.

## Technical Competencies

- Knowledge of IFRS, higher Education Act and SARS Legislation and Unisa Policies and Procedures
- Software proficiency
- Strong communication skills
- Time management
- Ability to prepare financial statements.
- Standard principles of accounting
- Critical thinking
- General business knowledge
- Data analysis

## Duties

- Administration of financial information and preparation of financial statements for foundations, Departmental Funds, and Special Projects.
- Prepare and submit month and year-end information.
- Ad-hoc Financial Reporting

## Assumption of duty: As soon as possible

**Salary** : Remuneration is commensurate with the seniority of the position

**Closing Date** : 04 July 2024

**Enquiries** : Ms Mmabatho Nkoane: Human Resources office - 012 337 6110

**Applications can be forwarded by email to Ms Mmabatho Nkoane at [ncubemp@unisa.ac.za](mailto:ncubemp@unisa.ac.za)**

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and certified copies of the following documents:

- All educational qualifications.
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Unisa is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.

*We welcome applications from persons with disabilities.*

***Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.***

We welcome applications from Persons with Disabilities



**All applications should reach UNISA on/by the closing date ( 04 July 2024)**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

