

# UNIVERSITY OF SOUTH AFRICA

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

- PERMANENT EMPLOYEES:
- FIXED TERM EMPLOYEES:
- TEMPORARY EMPLOYMENT SERVICES (TES)
- 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**

**Department: Finance**  
**Directorate: Expenditure Management**  
**Position: Accountant P7 (X1)**  
**(Ref:/Fin/EM/Acc/P7/2022/Bushy)**

To produce, prepare and analyse financial statements for Foundations, Departmental Funds, Special Projects and provides advisory services.

## Requirements

- Grade 12 - Matric plus relevant Bachelor's Degree or National Diploma or Advanced Diploma
- At least five years' experience in financial environment, of which two years relates to preparation of financial statements, income and expenditure reports, and reconciliation of control accounts.

## Knowledge,

- Accounting best practices
- Preparation of Financial statements
- Compiling and Submission of tax returns
- Reconciliation of control accounts
- IFRS, Higher Education Act and SARS Legislation
- Unisa Policies and Procedures
- Financial Systems

## Skills

- Accounting skills – understand and interpret accounting standard and practices. Accuracy of figures.
- Speaking - Talking to others to convey information effectively
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

## Duties

- Administration of financial information and preparation of financial statements for Departmental Funds, Foundations and Projects Reconcile accounting records with the general ledger.
- Prepare and submit month and year end information
- Other Financial Reporting

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the responsibilities attached to the Position

**Closing date:** 10 November 2022

**Enquiries:** (012) 429 4803 (Mr B Motedi: HR Staffing and Client Services)

## **Applications must be emailed to [bmothedi@unisa.ac.za](mailto:bmothedi@unisa.ac.za)**

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
  - all educational qualifications, including Ethics Officer Certification Programme: certificate (EOCP)
  - academic transcripts/records;
  - identity document; and
  - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form (APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **Late, incomplete and incorrect applications will not be considered.**
- *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 before 16h00 on the closing date.**

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