

**Applications are invited from interested person(s) for the under mentioned post.
Advert is open to external candidates.**

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our ENVISION2030 strategy, DUT's DNA has two strands, namely 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via The DUT-Way; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that was been recognized recently when The Times Higher Education's World University Rankings placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

CREDITORS CLERK – REF: F539; F542, F543 and F544
MINIMUM REQUIREMENTS:

- M+3 (Accounting/Finance Related) and 1-2 years of experience in a medium to large Organization

DESIRED REQUIREMENTS

- M+4 Accounting or Finance Related

KNOWLEDGE:

- Institutional Statutes
- VAT Act
- DUT Finance Policies and Procedures
- ITS or equivalent system
- Excel, MS Word, PowerPoint, Internet
- Accounting & Gaap Statements
- Taxation
- SCM (Supplier Chain Management)

SPECIAL REQUIREMENTS:

- Business/ Commercial understanding
- Communication skills – verbal and written
- Negotiation skills
- Conflict Management

DUTIES

- Prepares Payments to the University's Trade Creditors
- Reconciliation of Suppliers Accounts' relating to Invoices on hand to the Suppliers current Statement,
- before Payment is captured
- Follows up on Invoices not submitted for payment
- Handles all Internal and External Queries
- Meets with Suppliers to resolve queries with related Accounts
- Involved in the preparation of the Accrual Schedule

ADDITIONAL RECOMMENDATION

- Must be able to work under Pressure.
- Must be able to work accurately and meet Deadlines.

Contact Person : Pirya Naidoo
Contact Email : careers@dut.ac.za
Status of Position : Contract – 6 Month Contract without benefits
Salary : Market Related

Applications should include:

- A fully completed prescribed application form which can be obtained from www.dut.ac.za (under the **QUICK LINKS** tab - @careers)
- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- Certified copies of all academic records and certificates
- Current contact information of referees
- No manual applications will be accepted and incomplete applications will be disregarded.
- Please email application to careers@dut.ac.za and quote the post reference and post description in the subject line.

CLOSING DATE: 31 MARCH 2023

Please note:

“The University reserves the right not to appoint” or to re-advertise to widen the pool of applicants

Verification will be conducted on preferred candidates only.

DUT reserves the right to do a complete verification of the information you have provided.

DUT reserves the right to contact your referees or request additional referees.

While DUT strives for equal opportunities, preference will be given in terms of the University’s Equity Plan, with specific consideration for Female candidates.