

Applications are invited from interested person(s) for the under mentioned post.

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.

DURBAN UNIVERSITY OF TECHNOLOGY BUSINESS SCHOOL BUDGET OFFICER (POST REFERENCE NUMBER : BS07)

The Budget Officer supports Deputy Dean and Finance team in the implementation of policies, procedures and systems by assuming responsibility for processing of general ledger allocations of purchase requisitions for DUT Academic Staff in order to ensure excellent customer service and alignment with the objectives of Finance and the DUT Business School.

MINIMUM REQUIREMENT QUALIFICATION

- M+3 tertiary qualification (Financial Accounting or a Finance related qualification)

EXPERIENCE

- 5 years' experience in Financial Accounting experience in a large organisation with 2 years'
- experience in budgeting.

KNOWLEDGE

- VAT AND Tax Legislation
- Financial Policies and Procedures of DUT
- GAAP (accounting statements, etc.)/IFRIS
- Advanced Excel; PowerPoint; Internet
- ITS Systems or equivalent systems
- University statutes
- Financial Costing Models
- Budgets.

SPECIAL REQUIREMENTS:

- Communication skills – verbal and written
- Customer service orientation with ability to direct customers regarding policy
- implementation
- Ability to compile, interpret and analyse reports
- Business/ Commercial Acumen

SUMMARY OF DUTIES

Implement specific research related tasks relating to the DUT/section as directed by the Deputy Dean of the Business School specifically regarding the following:

- Responsible for processing and general ledger allocations of purchase requisitions.
- Ensure financial rules and procedures are adhered to.
- Process requisitions received according to procedures outlined e.g. checks requisitions. (Procurement) when additional information is required.
- Ensures copies of requisitions are made; ensures correct processing of requisitions in foreign currency.
- Processing of Examiners/Moderators/Examiners/Lecturer and student claims.
- Management Reports specifically regarding DUT: Business School
- Expenditure allocation and related functions.
- Deal with queries on reports e.g. balances, amount expedited; responds to requests for printouts.
- Follows up on all queries.
- Ensure satisfaction of core customers in the DUT/section.
- By undertaking tasks in manner directed by the Deputy Dean including: Ensures adherence to Financial rules and procedures providing assistance/ explanations of procedures when necessary.
- Ensure accuracy of all data recorded.
- Ensure timeous response to queries from departments and provides information as required e.g. assistance and guidelines regarding general ledger allocations and purchase requisitions.
- Manage difficult customers.
- Maintain sound relationships with colleagues and contributes to team effort.
- Ensure personal and professional self-development e.g. is available to respond to development opportunities when resources permit.
- Submit Budget reports within required timeframe.
- Co-ordinate the signing of invoices, GRV's and their return to Finance during year end.
- Validating the approved budgets for staff appointments.
- Co-ordinating Capital Budgets with Director.
- Undertakes special projects and prepares reports accordingly as and when requested.

Contact Person	:	Pirya Naidoo/Maud Mthembu
Contact Email	:	careers@dut.ac.za
Status of Position	:	Permanent
Salary	:	Market Related
Status of Positions	:	Permanent

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: 20 JUNE 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.