

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 has 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.

Finance and Procurement

Post: Manager – Accounts Payable and Payroll (Ref F546)

Minimum Requirements:

- Honours Degree in Financial Accounting OR CTA OR any other qualification in accountancy (NQF Level 8)
- Understanding of IFRS and other relevant accounting standards
- Understanding of creditors and payment related practices
- Understanding of Financial systems
- Advanced Proficiency in MS Office
- Proficient in ITS or equivalent

Key Responsibilities:

- Provide input into the strategy of the creditors finance in collaboration with the Senior Manager Financial Accounting
- Draft, communicate and monitor the implementation of an operational plan for the effective running of the accounts payable and payroll function.
- Review the receipt of supplier discounts and rebates in collaboration with the Accountant Creditors. Put plans in place to optimise rebates and discounts.
- Review the accuracy of the creditor's systems entries.

- Review and reinforce financial controls to ensure the accurate payment of suppliers. Oversee the compliance of the creditors function to legislative, accounting standards and policy requirements. Identify and address non-compliance.
- Review creditors related policies and procedures and make recommendation for ongoing improvements and enhancements.
- Ensure sufficient cash provisions prior to the authorization of payments. Monitor and report cash flow liquidity risks to the Senior Manager / Head Financial Accounting
- Design, development and review Payroll policies, procedures and systems in on-going basis in line with relevant legislation, national standards and international best practice.
- Draft and submit recommended budget provisions on salary and benefit adjustments to the Senior Manager Financial Accounting
- Prepare and submit reports for reporting to various structures as required in accordance with the reporting schedule payroll reports.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 08 August 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.