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 – Student Finance and Receivable (Ref F547)

Minimum Requirements:

- Honours Degree in Financial Accounting OR CTA OR any other qualification in accountancy (NQF Level 8)
- 6 to 8 years' experience in debtors' management (including some higher education experience) of which 3 years should have been in a management role.
- Understanding of IFRS and other relevant accounting standards
- Understanding of debtors / accounts receivable related practices
- Understanding of Financial systems
- Advanced Proficiency in MS Office
- Proficient in ITS or equivalent
- Knowledge of security standards applicable to safe banking practices

Key Responsibilities:

- Provide input into the strategy of the accounts receivable and student fees section 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 receivable function to optimise cash flows within DUT.
- Manage the accurate and timeous capturing and management of income received.

- Manage the reconciliation of all debtors' accounts. Review and sign-off journal entries made.
- Manage the timeous and accurate issuing of statements according to annual plan. Obtain statements and perform reasonability checks.
- Analyse income received against budget and put workable plans in place to address shortfalls /mitigate risks within the debtors' function.
- Report on outstanding payments and put plans in place to reduce outstanding debtors' payments.
- Plan and oversee the student registration process to ensure the availability of sufficient resources, equipment, student billings/statements, processing and banking of payments received.
- Propose the Annual Student Fee Payment Plan and assist with the compilation of the Fee Booklet
- Review and authorise special Student Fee instalment Plans in accordance with policy guidelines and parameters.
- Manage the accurate and timeous banking of payments received.
- Manage petty cash control practices and procedures.
- Manage the accuracy and timeous completion of debtors and study account reconciliations.

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 d**etailed 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.