

**The University of KwaZulu-Natal (UKZN) is committed to Employment Equity with the intention to promote representivity within the institution.
Preference will be given to applicants from the African designated groups.**

**COLLEGE OF HUMANITIES
SCHOOL OF ARTS
(CENTRE FOR CREATIVE ARTS)
FINANCE ADMINISTRATOR (GRADE 10)
(THREE YEAR FIXED-TERM APPOINTMENT)
HOWARD COLLEGE CAMPUS
REFERENCE NO. A14/2022**

The CCA is a multi-disciplinary Arts Organisation that was established in 1996. The CCA is based within the School of Arts, College of Humanities at the UKZN. With its vision to contribute to an enabling environment for the flourishing of artistic and cultural expressions, development and exchanges, the CCA-UKZN coordinates and hosts five Landmark internationally acclaimed festivals – the Time of the Writer festival, the Artfluence Human Rights Festival, JOMBA! Contemporary Dance Experience, Durban International and Poetry Africa festival. The CCA seeks to appoint on a three-year fixed term basis, a candidate with a solid knowledge and proven experience in financial administration and accounting systems to assist the team at the CCA to enhance and sustain the curation of its acclaimed festivals through efficient, transparent and accountable financial administration. The successful candidate will report to the Director of the CCA and work closely with the CCA's Senior Administrator and festival curators to maintain and administrate the Centre's varied budgets and prepare project budgets and finance reports on reports. The Finance Administrator must be able work on strict timelines to process payments and produce financial data for funder reports and budget planning. The candidate must be able to work impactfully and collaboratively with the Centre's professional team and interns. Preference will be given to a candidate who is familiar with the UKZN's financial administration systems and is able to work in a team according to deadlines that are crucial to the effective functioning of the CCA.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification in accounting or financial administration
- Three-year relevant experience in Finance Administration (Debtors, Creditors, supplier payments)
- Procurement administration – sourcing and processing of quotations from approved university suppliers
- Funding management and administration (supporting the CCA Director and Administrator by efficient administration of grants and sponsorships from both national and international funders).
- Contracts management – Engaging with Legal Services on funding contracts and agreements
- Experience in word processing and spreadsheets

This appointment will be made in line with the University guidelines/benchmarks which are available on the University Vacancies website on: <http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

All applications must be submitted in the Academic Applications format, found at <http://vacancies.ukzn.ac.za/Academic-Process-Proc-Guides.aspx>

Enquiries and details regarding this post, as well as the request for the job profile may be directed to Ms Nthabiseng Ralethohlane, email address: ralethohlanen@ukzn.ac.za.

Appointment to this post will be on the January 2018 Conditions of Service.

The remuneration package offered includes benefits.

Closing date for applications is 21 November 2022.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to Recruitment-humanities@ukzn.ac.za

Please state the advert reference number in your subject line.

Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.