



Lupane State University

Building Communities through Knowledge

ADVERT

Applications are invited from suitably qualified and experienced candidates for the following post:

Bursars Section

Assistant Accountant (Asset Management & Project Section) (1 Post)

The ideal applicants should possess the following qualifications:

- First Degree in Accounting.
- One year post qualification experience
- Experience at an educational institution would be an added advantage.
- Experience in Pastel and Paywell packages would be a distinct advantage

Duties and Responsibilities

- Making sure an asset register is prepared.
- Making sure that all assets which have been brought are recorded.
- Making sure that movement of assets is recorded and properly authorized.
- Ensure adherence to the internal control systems.
- Make proper financial interpretation of projects reports.
- Enforce compliance to the entity's code of conduct relating to asset movement
- Preparation of monthly management accounts and financial reports.
- Preparation of cash-flow forecasts and monitoring thereof
- Monitoring capital projects and render advice in preparation of projects documents.
- Project financial controls and ensure adherence to contract terms

APPLICATIONS

Interested and qualified persons should submit **six (6)** sets of applications each consisting of the application letter, **certified copies of certificates** (birth and academic certificates), and a **curriculum vitae** giving full personal particulars including full name, place and date of birth, experience, present salary, date of availability, contact details, names, e-mail addresses and telephone numbers of three contactable referees. Applications should be hand delivered to the following address:

The Senior Assistant Registrar
Human Resources Section
Lupane State University
1st Floor Faculty of Agricultural Sciences Building
Lupane Main Campus
P O Box 170
Lupane

The Senior Assistant Registrar
Human Resources Section
Lupane State University
2nd Floor CBZ Building
Corner 10th Avenue/Fife Street
P O Box AC255 Ascot
Bulawayo

The closing date for the receipt of applications is 27 November 2020. **Only shortlisted candidates will be contacted.**