



Lupane State University

Building Communities through Knowledge

ADVERT

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

BURSAR'S DEPARTMENT

1. Assistant Accountant (1 Post)

The ideal applicants should possess the following qualifications:

- Bachelor of Commerce Honors Degree in Accounting.
- Four years post qualification experience
- Experience in Accounting field as well as educational institution would be an added Advantage
- Experience in Pastel and Paywell packages would be a distinct advantage

Duties and Responsibilities

- Updating individual student accounts;
- Creation of Creditors on Pastel;
- Processing journal entries;
- Keeping records of privately sponsored students;
- Making sure students receive their statements frequently;
- Keeping records of the payment trends of the students;
- Preparing Debtors Control Accounts and making sure that correct entries are posted into these accounts;
- Keeping records of the SRC funds and making sure that the funds are properly used by the students;
- Checking Payment Vouchers.

2. Chief Accounting Assistant (1 Post)

The ideal applicants must possess the following qualifications:

- Five (5) Ordinary Level passes including English Language and Mathematics or Accounts.
- Higher National Diploma in Accounting plus five years post qualification experience.
- Knowledge of Accounting and Salaries packages would be an added advantage.

Duties and Responsibilities

- Processing of payment vouchers and invoices into Evolution;
- Making necessary general ledger adjustments to financial records;
- Processing journal entries for proper account classification;
- Establishing and maintaining computer records for departmental expenditure transactions;
- Billing of Students Accounts;
- Reconciling staff debtors;
- Creating Students Accounts on Evolution System;
- Correcting mis-posting and clearing suspense accounts;
- Training interns on the use of Evolution;
- Maintaining an orderly accounting filing system;
- Providing clerical and administrative support to management as required;
- Assisting with budget preparations.

3. Clerical Assistant (1 Post)

The ideal applicants should possess the following qualifications:

- Five (5) Ordinary Level passes including English Language and Mathematics or Accounts.
- National Diploma in Accounting plus two years post qualification experience will be an added advantage.
- Accounting and Paywell packages would be a distinct advantage

Duties and Responsibilities

- Handling cash and receipting;
- Receipting using Pastel;
- Processing of Invoices, Payment Vouchers and Payroll Data;
- Bank Reconciliation with students' payments;
- Updating Students records.

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

Applicants are encouraged to send one set of their application merged in pdf format to **erecruitment@lsu.ac.zw**

The closing date for the receipt of applications is 24 May 2021. **Only shortlisted candidates will be contacted.**