



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

BURSAR'S DEPARTMENT

Principal Accountant (1 Post)

The ideal applicants should possess the following qualifications:

- Bachelor of Commerce Degree.
- Five (5) years post qualification.
- Experience in salary administration.
- A relevant Master's Degree or equivalent plus two (2) years relevant experience.

Duties and responsibilities

- Checking payroll before posting for accuracy.
- Ensuring all advance payments have been deducted and every employee is placed in the proper grade.
- Checking account numbers and amounts deposited in each account before and after posting payroll.
- Ensuring all employee terminations have been removed from the payroll and that they are paid terminal benefits if any.
- Checking part-time schedules.
- Checking leave days and ensure staff members have correct balances in the payroll.
- Making sure allowances are paid on time and working out amount of payment.
- Ensure all statutory allowances are paid.
- Ensuring that access to the payroll system is controlled.

APPLICATIONS

Interested and qualified persons should submit six (6) sets of applications each consisting of the application letter, certified copies of educational and professional certificates and Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability and names, e-mail addresses and telephone numbers of at least three referees. Applications should be sent through post or hand delivered to any of the following addresses:-

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

or

Senior Assistant Registrar
Human Resources Section
Lupane State University
2nd Floor CBZ Building
Cnr 10th Avenue/Fife Street
P.O. Box AC 255, Ascot
BULAWAYO

9 October 2020

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