



**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 – PAYMENTS SECTION**

#### **Chief Accounting Assistant (1 Post)**

**The ideal applicants must possess the following qualifications:**

- 5 Ordinary Level passes including English Language and Mathematics or Accounts.
- Higher National Diploma in Accounting plus five years post qualification experience.
- Degree in Accounting would be a distinct advantage.
- Knowledge of Pastel Accounting would be an advantage.

#### **Duties and Responsibilities**

- Checking Payment Vouchers for proper documents.
- Updating cash book monthly.
- Preparing cash flow projections.
- Assist in cash collection and banking.
- Keep record of travel and subsistence expenditure.
- Ensure that staff members account for advances taken.
- Review ledger accounts for staff debtors.
- Monthly creditors reconciliation.

### **APPLICATIONS**

Interested and qualified person 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 sent through post or hand delivered to any of the following address:

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

**or** The Senior Assistant Registrar  
Human Resources Section  
Lupane State University  
3<sup>rd</sup> Floor CBZ Building  
10<sup>th</sup> Avenue and Fife Street  
P.O. Box AC 255, Ascot  
**Bulawayo**

The closing date for the receipt of applications is 25 September 2020. **Only shortlisted candidates will be contacted.**