



Lupane State University

Building Communities through Knowledge

ADVERT

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

BURSAR'S DEPARTMENT

Senior Accounting Assistant

The ideal applicants should possess the following qualifications:

- National Diploma in Accountancy;
- One year post qualification;
- Experience in handling cash and additional qualification would be added advantage.

Duties and Responsibilities

- Receiving Payment Vouchers and verification
- Raising RTGS payments;
- Processing payments through Paynet system;
- Updating manual cash book;
- Scrutinizing and attending to various students queries;
- Be able to work after hours and weekends;
- Supervising subordinate staff.

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 **Monday, 25 October 2021**. **Only shortlisted candidates will be contacted.**