

## VACANCY NOTICE

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

### **BURSAR'S DEPARTMENT**

#### **Principal Accountant (1 Post)**

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

- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance or equivalent.
- Five (5) years post qualification.
- A relevant Master's Degree.
- Experience in Pastel and Paywell packages would be a distinct advantage
- Experience in accounting field such as salaries, finance and accounting.

#### **Duties and Responsibilities**

- Checking payroll before posting;
- Ensuring all advances have been deducted and everyone has been placed in the proper grade;
- Checking Account numbers and amounts deposited in each account before and after posting payroll;
- Making sure those who have resigned are removed from payroll schedules and that they are paid what is due to them;
- 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 all access to the system is controlled.

### **APPLICATIONS**

Interested and qualified persons should send one set of their application in a single pdf file clearly indicating the position being applied for in the subject line to [erecruitment@lsu.ac.zw](mailto:erecruitment@lsu.ac.zw). The application should consist of the application letter, certified copies of educational and professional certificates, transcripts and Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees.

The closing date for the receipt of applications is 15 April 2022. **Only shortlisted candidates will be contacted.**