



VACANCY NOTICE

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

BURSAR'S DEPARTMENT

Clerical Assistant – Cashier (1 Post)

Qualifications

- Five (5) Ordinary level passes including English language and Mathematics or Accounts.
- Higher National Diploma in Accounting plus one year post qualification experience.
- A higher qualification with 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

- Handling cash and receipting;
- Receipting using Pastel;
- Processing of Invoices, Payment Vouchers and Payroll Data;
- Producing Reconciliation statements.
- Updating Students records.

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. The application should consist of the application letter, 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, certified copies of educational and professional certificates, birth certificate and National Identity Card.

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