



# MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

## STAFF VACANCY

**\*NB: Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

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

### **BURSAR'S DEPARTMENT**

**POST: ACCOUNTING ASSISTANT/ SENIOR ACCOUNTING ASSISTANT/  
CHIEF ACCOUNTING ASSISTANT SALARIES (1 POST)**

### **Desired Qualifications and Experience**

Applicants must have a Diploma in Accounting and or Human Resource Management or Payroll Administration. Working and proven knowledge of Paywell Payroll with at least level 3 grading. Familiarity with other payroll packages such as Belina or SAGE Pastel Payroll System is a distinct advantage. In addition, holders of full CIS/CIMA or ACCA will have an added advantage. At least five (5) O' Levels including English and Mathematics or Accounts. Prospective applicants should have excellent IT skills including proficiency in Microsoft Office programs, especially Excel; good communication and interpersonal skills and exhibit a high level of accuracy and attention to detail as well as respect for confidentiality plus at least one (1) year of payroll experience.

### **Duties and Responsibilities**

- Receiving authorized payroll input from departments and updating the same into the payroll system.
- General payroll administration and maintaining payroll records.
- Undertaking required reporting and processing payment of statutory deductions and other creditors.
- Reconciliation of salaries control accounts.
- Preparing and posting of journals.
- Liaising with staff and management on payroll related queries.
- Calculation, processing and payment of terminal benefits.
- Perform any other payroll related duties as assigned from time to time.

### **APPLICATIONS**

Interested candidates must submit **six** sets applications, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed

curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource  
Manicaland State University of Applied Sciences  
Bag 7001 Guthrie Road  
Mutare**

Plus a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday, 30 October 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.