



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

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

The University seeks to recruit qualified, talented and ambitious young graduates to undergo a 24 months intensive structured learnership programme in the below mentioned key disciplines. The successful applicants will be based at Fernhill Campus, Mutare.

BURSAR'S DEPARTMENT

- 1. Graduate Trainee Accounting and Finance (1 Post)**
- 2. Graduate Trainee Planning, Systems, Budgeting And Control (1 Post)**

DESIRED QUALIFICATIONS

A Bachelor's degree in Accounting, Finance, or Business Administration; at least one year's experience in an accounting and or finance, cashiering, audit, budgetary, or management position is required.

DUTIES AND RESPONSIBILITIES

The candidate must have a strong understanding of how the Bursar's Department, especially the Planning & Budgeting as well as the Accounting & Finance functions contribute towards driving the university's core business. The incumbent should also have a strong and current understanding of developments in finance and accounting and will be expected to perform the following general and specific duties:

GENERAL RESPOSIBILITIES

Competencies

- ❖ Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results,
- ❖ Strong computer skills are required, including the development of spreadsheets and reports using graphs and charts;
- ❖ shows persistence when faced with difficult problems or challenges, remains calm in stressful situations;

Teamwork:

- ❖ Works collaboratively with colleagues to achieve University goals. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.
- ❖ Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda;
- ❖ Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- ❖ Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability:

- ❖ Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; The ability to initiate and follow through with work responsibilities and to meet deadlines with a minimum of supervision is a pre-requisite.
- ❖ Operates in compliance with university regulations and rules; provides oversight and takes responsibility for delegated assignments;
- ❖ Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- ❖ Good interpersonal communication, organizational, and administrative skills are also required

RESPONSIBILITIES SPECIFIC TO PLANNING, SYSTEMS, BUDGETS AND BUDGETARY CONTROL

- ❖ Knowledge of financial and budgetary principles and practices, budget development and financial administration of resources;
- ❖ Ability to develop budgetary policies, procedures and new programs; ability to formulate new strategies and technical approaches to budgetary matters;
- ❖ Reviews, analyses and finalizes cost estimates and budget proposals, in terms of allotments for teaching and non-teaching departmental requirements.
- ❖ Provides detailed input with respect to resource requirements for budget submissions; reviews, analyzes and recommends program budget/financial implications in light of additional mandates; committing; allotting as well as ensuring appropriate expenditures within authorized levels;
- ❖ Manages and monitors budget implementation and recommends reallocation of funds as necessary;
- ❖ Reviews and recommends improvements to business processes in the Bursar's Department to ensure efficient and effective service delivery;
- ❖ Administers and monitors extra-budgetary resources, specific funds, endowments including review of agreements and cost plans, ensuring compliance with university and funder/donor regulations and established policies and procedures;
- ❖ Prepares budget performance submissions; Reviews and finalizes budget performance reports, analyzing variances between approved budgets and actual expenditures.

RESPONSIBILITIES SPECIFIC TO ACCOUNTING AND FINANCE

- ❖ Responsible for effective revenue collection from stake holders, ie. receipting and Banking including bank reconciliations.
- ❖ Records Management including filing and ledger updating in Sage Evolution.
- ❖ Customer Service and query resolution.
- ❖ Petty cash and cash flow management.
- ❖ Debtors and Creditors Control to include monthly reconciliations and timeous processing of all approved payments to clients.
- ❖ Diligence in the management of students receivables to include invoicing and ledger queries resolution on a day to day basis.
- ❖ Preparation of month-end and external audit schedules as well as ad-hoc financial reports.
- ❖ Participating in the production of monthly financial statements for management reporting.

APPLICATIONS

Applicants must send application letters, scanned copies of certificates, transcripts, national identification and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, 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**

The application pack should be sent as a *single merged pdf file* to e-mail address: recruitment@msuas.ac.zw. By no later than Monday, 08 March 2021 at 1400 hours. The subject line should be clearly labeled with the post being applied for, and only shortlisted candidates will be communicated to.