



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: Senior Assistant Bursar/ Assistant Bursar Salaries (1 Post)

Desired Qualifications and Experience

Applicants must have a Bachelor's degree in Accounting/Human Resource Management or Payroll Administration. At least four (4) years payroll experience. Working and proven knowledge of Paywell Payroll with at least level 2 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.

Duties and Responsibilities

- Updating and maintaining payroll records.
- Prepare employees' compensation at the end of each month using a payroll software.
- Liaising with staff and management on payroll related input.
- Undertaking required reporting, both internal and statutory.
- General payroll administration.
- Reconciliation and ensuring the timeous remittance of payroll tax obligations
- Reconciling payroll related GL accounts including control accounts.
- Reconciling annual leave registers and CILL obligation.
- Report on payroll expenses
- Be able to eloquently respond to staff queries on payroll issues.
- Any other duties as may be assigned by the supervisor.

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, 20 November 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.