



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

INTERNAL ADVERT

Applications are invited from suitably qualified and experienced persons to fill the following posts:

***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.

BURSAR'S DEPARTMENT

Administrative Assistant, Accounting & Finance (1 Post)

Desired Qualifications

Applicants should possess a minimum of a first Degree in Accounting such as BCom. or BAcc of Accountancy or equivalent plus at least two (2) years hands on experience in a similar environment. Professional accounting qualifications such as ACCA, CIS, and CPA would be an added advantage. Knowledge of computerized accounting packages/systems will be a distinct advantage. Possess strong analytical skills and ability to pay attention to detail. Ability to maintain confidentiality and exhibit professionalism and maturity in handling sensitive information is a must.

Duties and Responsibilities

- Ensuring complete & accurate record keeping in the Bursar's department with regards to revenue and expenditure.
- Updating of all University payments after checking the authenticity and accuracy of invoices, other supporting documents and vote allocations.
- Receipting and banking of all income received; preparation of cashbooks and bank reconciliation statements.
- Maintenance of the University's nominal ledger and reconciliation of balances therein.
- Assisting in the preparation of financial statements in accordance with GAAP.
- Checking and updating of payroll journals.
- Monitoring and reconciling the fuel Issues account and reconciling same to the ledger.
- Ensuring safe keeping of security items like receipt books, invoice books, vehicle registrations books and purchase order books.
- Preparation of audit schedules and attending to auditors.
- Liaising with banks for balances, queries and bank statements.
- Preparation of reports for management e.g. monthly actual cash flow statements as well as any ad hoc reports as requested.
- General accounting system maintenance including executing Sage Pastel Evolution backups and safe custody of the same.
- Servicing university committees.

- Any other duties as may be assigned from time to time

APPLICATIONS

Applicants must submit an application letter, 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, contact details, names and addresses of three referees addressed to:

**Assistant Registrar
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

The application pack should be sent as a single pdf file to e-mail address recruitment@msuas.ac.zw plus one hard copy of the application pack (certificates and transcripts must be certified) to be submitted to the Human Resource Office by no later than 1400 hours on Friday, 10 July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.