



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.

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

BURSAR'S DEPARTMENT

ASSISTANT BURSAR/SENIOR ASSISTANT BURSAR –CASHBOOKS AND RECEIVABLES (1 POST)

Desired Qualifications and Experience

Applicants must have a first degree in Accounting or equivalent, plus at least five (5) years hands on post qualification experience. A Masters Degree in Accounting or equivalent will be an added advantage. Being a qualified or registered CPA/ACCA/CIMA/CIS or holder of an equivalent diploma would give the applicant a definite advantage. Applicants should preferably be registered Public Accountants. Knowledge of computerised accounting packages like Pastel/Sage Evolution will be a distinct advantage. In addition, applicants should be able to work under pressure, be a mature person of good repute who enjoys an outstanding reputation in the chosen field, be of high integrity and possess superior interpersonal and communication skills.

Duties and Responsibilities

- Supervising junior staff in the Cashiering, Cashbooks and Receivables.
- Preparing and /or supervising bankings on a regular basis in line with University regulations.
- Attending to students queries on a timeous basis.
- Invoicing of students on a semester basis and reconciling the same to relevant budgetary provisions.
- Ensuring that accurate and reconciled receivables balances are achieved in the trial balance on a monthly basis.
- Preparation of monthly financial schedules for receivables in accordance with relevant University Financial Regulations.
- Checking and production of month end schedules including bank reconciliations to ensure accurate and timeous reporting.
- Preparation of relevant ledger reconciliations to include debtors' control accounts and suspense accounts.
- Preparation of monthly inter-unit reconciliations.
- Maintaining and updating of staff debtors schedules.
- Checking and updating travel and subsistence payment batches in the system to ensure correct vote allocations and timeous acquittals.

- Checking travel and subsistence advances for completeness and accuracy and passing for payment.
- Assisting in preparation of annual financial statements.
- Any other duties as maybe 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, 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**

The application pack should be sent as a *single pdf file* to e-mail address *recruitment@msuas.ac.zw* by no later than 1400 hours on Friday, 9 October 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.