



## **NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Applications are invited from suitably qualified and experienced persons for the following post in the Bursar's Department:

### **DEPUTY BURSAR – ACCOUNTANCY AND SYSTEMS MANAGEMENT (1 POST)**

#### **Qualifications and Experience**

- An Honours Degree in Accounting, plus an MSc in Accounting or equivalent or Membership of professional body like CIMA or ACCA, or equivalent.
- A sound working knowledge of International Financial Reporting Standards.
- Working knowledge of integrated accounting systems.
- Strong capabilities to produce sound management information.
- Excellent communication skills.
- At least five years working experience at Accountant level.
- Sound strategic planning skills.
- Sound budgeting and budgetary control capabilities.
- Sound knowledge of Tax Laws.
- Supervision of subordinates.

#### **Duties and Responsibilities**

The post involves among other things, assisting the Bursar in the performance of his functions, including:

- The preparation of interim financial statements,
- Production of monthly management accounts and other management information,
- Maintenance of the integrity of the accounting systems,
- The preparation of final accounts and liaising with external auditors,
- Preparation of Council reports,
- The administration of students' financial records,
- The preparation and control of capital and recurrent budgets,
- The oversight of the University's fixed assets, inventory and properties,
- The general financial administration of the University,

- Ensuring proper financial accounting systems and production of reports,
- Production of statutory accounts of the University,
- Any other duties as assigned by the Bursar.

### **Attributes**

This is a senior position requiring a highly skilled professional with integrity. The successful candidate must be mature, hardworking, reliable and prepared to work over and above the call of duty. In addition, the candidate must possess excellent interpersonal and communication skills.

### **CONDITIONS OF SERVICE**

Medical Aid, Leave and Pension Benefits are offered. The information on salary and other benefits will be made available to the short-listed candidates.

### **APPLICATION PROCEDURE**

All applications will be treated in strictest confidence. Applications, which should include a curriculum vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including email) and telephone numbers of three contactable referees) and copies of certificates must be addressed to:

The Registrar  
National University of Science and Technology  
P O Box AC 939  
Ascot  
Bulawayo, ZIMBABWE

And emailed to: [registrar@nust.ac.zw](mailto:registrar@nust.ac.zw) in a **single pdf file** clearly indicating the position being applied for in the subject line.

**The National University of Science and Technology is an equal opportunity employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

*The closing date for receipt of applications is Friday, 26 April, 2024*

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**