



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below.

Principal Accountant: Financial Aid and Bursaries (1 Post)

Ref: 106/2024/NGM/P8

The University is looking for a dynamic and energetic individual who will be responsible for teaching and learning, research and community engagement and proving support to the department/school in pursuit of its academic objectives. The incumbent reports to the Head of Department: Financial Aid and Bursaries and must meet the requirements, competencies, and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- A Bachelor's Degree in Accounting/ Finance
- Registration with any professional accounting body will be an added advantage
- At least three (3) years working experience at a tertiary institution in a Financial Aid environment, or related experience in the relevant field
- Experience and knowledge of the Integrated Tertiary Software (ITS) will be a strong recommendation
- Ability to navigate online platforms such as, Zoom and Microsoft Teams with requisite proficiency
- Willingness to work out of normal working hours where necessary
- Computer literacy, with a sound knowledge of MS Word, MS Excel and Powerpoint)

COMPETENCIES

- Technical / professional knowledge and skill
- Formal presentation skill
- Resource Management
- Analytical
- Communication (verbal and written)
- Decision-making and problem-solving skill
- Interpersonal skills

- Professional and ethical standards
- Corporate governance
- Quality assurance and risk management
- Managing work standards

KEY PERFORMANCE AREAS

- Compile and analyse reports for managerial purpose
- Supervise staff in collaboration with the HO
- Maintain sponsor and student details on ITS System
- Keep abreast of developments within financial aid industry and its implications for the University funding
- Contribute and participate in policy development and review
- Provide sponsors with invoices, fee statements and student result
- Analyse sponsor payments, identifying risk timeously and develop intervention strategies
- Full allocation of funds received for eligible students
- Ensure timeous, accurate loading of students' allowance
- Attend to general and specific enquiries from students, parents and sponsors
- Ensure proper record keeping (e.g. sponsors correspondence, AOD's etc)
- Compile relevant reports, communicate and consult with relevant stakeholders
- Preparation of General Ledger reconciliations and monthly reports
- Participation in departmental committees
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU and actively improve Institutional culture
- Perform any other official duties as directed by the Head of Department

Closing date: 22 November 2024

Applications from Employment Agency will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms NG Motsamai, by email, to hr.recruitment8@smu.ac.za

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment

Final