



**Lupane State University**

*Building Communities through Knowledge*

## **ADVERT**

**Applications are invited from suitably qualified and experienced candidates for the following posts:**

### **BURSAR'S DEPARTMENT**

#### **1. Chief Accounting Assistant – Systems and Development (1 Post)**

**The ideal applicants must possess the following qualifications:**

- Higher National Diploma in Accounting and five years post qualification experience or
- Bachelor of Commerce Honours Degree in Accounting and Finance or equivalent plus one year post Qualification experience
- Experience in Pastel and Paywell packages would be a distinct advantage

#### **Duties and Responsibilities**

- Processing of payment vouchers and invoices into Sage Pastel Evolution;
- Periodic reconciliation of all creditors to ensure accuracy;
- Making necessary general ledger adjustments to financial records;
- Processing journal entries for proper account classification;
- Establishing and maintaining computer records for departmental expenditure transactions;
- Reviewing expenditures for correctness of account code and amount;
- Reconciling staff debtors;
- Assisting the Accountant in the preparation of Audit and of Financial Statements;
- Correcting mis-posting and clearing suspense accounts;
- Training interns on the use of Sage Pastel Evolution;
- Maintaining an orderly accounting filing system;
- Providing clerical and administrative support to management as required;
- Assisting with budget preparations.

#### **2. Chief Accounting Assistant – Students Section (1 Post)**

**The ideal applicants should possess the following qualifications:**

- Higher National Diploma in Accounting and five years post qualification experience or
- Bachelor of Commerce Honours Degree in Accounting and Finance or equivalent plus one year post Qualification experience
- Experience in Pastel and Paywell packages would be a distinct advantage

#### **Duties and Responsibilities**

- Dealing with student queries;
- Liaising with Student Affairs on any issues involving students;
- Following up on payments by students;
- Reconciling cash received daily;
- Supervision staff under students payment section
- Billing Students per semester
- Secretariat to Fees Revision committee

## **APPLICATIONS**

Interested and qualified persons should send one set of their application in a single pdf file clearly indicating the position being applied for in the subject line to [erecruitment@lsu.ac.zw](mailto:erecruitment@lsu.ac.zw). The application should consist of the application letter, certified copies of educational and professional certificates, transcripts and Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees.

The closing date for the receipt of applications is 18 March 2022 **Only shortlisted candidates will be contacted.**