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Library and Information Service

**Administrative Officer B1: Finances and Maintenance  
(Stellenbosch University Library)  
(Ref. BIB/261/1020)**

*This vacancy is available to Stellenbosch University staff only.*

**Working hours:** Monday to Friday, 08:00-16:30

**Duties:**

- Preparing creditors' invoices for payment;
- Recording financial transactions on the financial system;
- Reconciling creditor statements;
- Reconciling cash received;
- Preparing journal transactions;
- Assisting in handling both internal and external queries;
- Assisting with the month-end financial reconciliations;
- Assisting with reporting and following up on maintenance issues.

**Requirements:**

- Grade 12 with accounting as a subject;
- A minimum of three years' relevant experience at a similar institution;
- Good computer skills, especially in Excel;
- Good administrative skills;
- Good communication and language skills;
- Problem-solving skills;
- Meticulousness and attention to detail.

**Recommendations:**

- Knowledge of Stellenbosch University's central computer system;
- A team worker;
- Self-disciplined.

**Commencement of duties:** 1 January 2021 or as soon as possible thereafter

**Closing date:** 9 November 2020

**Enquiries regarding this position:** Ms. Lindsay Main on 021 808 4875, or at [lmain@sun.ac.za](mailto:lmain@sun.ac.za)

**Enquiries regarding remuneration/benefits as well as technical assistance with the electronic application process:** Human Resources Client Service Centre on 021 808 2753, or at [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za)

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The University will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.

*The University reserves the right not to make an appointment.*

Your application, comprising a comprehensive curriculum vitae (including the names and e-mail address of at least three referees), must reach the University before or on the closing date of the advertised post.

Apply online at [www.sun.ac.za/english/careers](http://www.sun.ac.za/english/careers)

*The University reserves the right to investigate qualifications and conduct background checks on all candidates.*

***Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.***

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**Bibliotek- en Inligtingsdiens**

**Administratiewe Beampte B1  
(Universiteit Stellenbosch Bibliotek)  
(Verw. BIB/261/1020)**

*Hierdie vakature is slegs vir Universiteit Stellenbosch-personeel beskikbaar.*

**Werksure:** Maandag tot Vrydag, 08:00-16:30

**Pligte:**

- Die voorbereiding van krediteursfakture vir betaling;
- Die vaslegging van finansiële transaksies op die finansiële stelsel;
- Die rekonsiliasie van krediteurstata;
- Die rekonsiliasie van kontant wat ontvang word;
- Die voorbereiding van joernaaltransaksies;
- Bystand met die hantering van beide interne en eksterne navrae;
- Bystand met die finansiële maandeinde-rekonsiliasie;
- Bystand met die rapportering en opvolg van instandhoudingsaangeleenthede.

**Vereistes:**

- Graad 12 met rekeningkunde as vak;
- Minstens drie jaar toepaslike ervaring by 'n soortgelyke instansie;
- Goeie rekenaarvaardighede, veral met Excel;
- Goeie administratiewe vaardighede;
- Goeie kommunikasie- en taalvaardighede;
- Probleemoplossingsvaardighede;
- Noukeurigheid en aandag aan detail.

**Aanbevelings:**

- Kennis van die Universiteit Stellenbosch se sentrale rekenaarstelsel;
- 'n Spanwerker;
- Selfdissipline.

**Diensaanvaarding:** 1 Januarie 2021 of so gou doenlik daarna

**Sluitingsdatum:** 9 November 2020

**Navrae rakende die posinhoud:** Me Lindsay Main by 021 808 4875, of by [lmain@sun.ac.za](mailto:lmain@sun.ac.za)  
**Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure:** Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753, of by [sun-e-hr@sun.ac.za](mailto:sun-e-hr@sun.ac.za)

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Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese groepe.

*Die Universiteit behou die reg voor om nie 'n aanstelling te maak nie.*

U aansoek moet vergesel wees van 'n **volledige curriculum vitae (insluitend die name en e-posadres van ten minste drie referente)**, en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

**Doen aanlyn aansoek by [www.sun.ac.za/afrikaans/loopbane](http://www.sun.ac.za/afrikaans/loopbane)**

*Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.*

***Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.***

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