

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: FINANCE, SUPPLY CHAIN MANAGEMENT AND BUSINESS ENTERPRISE

**DEPARTMENT: FINANCE
DIRECTORATE: FINANCIAL GOVERNANCE AND REPORTING**

**TECHNICAL ACCOUNTANT X6 (P7)
FIXED-TERM CONTRACT (6 months – non-renewable)
(MUCKLENEUK CAMPUS)**

(REF: TechAcc/P7/NVV/2025)

To provide a technical accounting function to Unisa and its subsidiaries in compliance with IFRS, DHET Regulations, and relevant commercial and tax legislation. Ensure smooth external audit processes and prepare financial reports for top governance structures.

Minimum Requirements:

Qualification(s):

- Standard 10 (Grade 12-Matric) plus an accounting bachelor's degree or a National Diploma in Accounting (Majors Financial Accounting 3 and Auditing 3)
- Registration with a relevant professional body (SAICA, ACCA, CIMA, CA (SA)).
- Completed SAICA articles added advantage

Experience:

- Minimum of 5 years relevant experience in the financial accounting and external audit environments
- Completed 3-year articles with a recognised audit firm
- Extensive understanding of IFRS
- Extensive understanding of Tax Laws

Technical Competencies:

- Knowledge of IFRS, the Higher Education Act, ISA, and Unisa Policies and Procedures
- Statutory Administration
- Financial Reporting, Management & Administration
- Knowledge and understanding of Group Internal Control
- Understanding Company Creditors Policy

Duties:

- Maintenance of the General Ledger:
 - Scrutinising the general ledger, focusing on suspense accounts and ensuring completeness and accuracy.
 - Journalising corrections or escalating and following up to ensure resolution.
 - Reviewing manual journal entries monthly and validating their authenticity.
 - Supporting colleges on compliance, problem-solving, and improvement of reporting systems.
- Review the monthly reconciliations and assist with the month-end and year-end closure process:
 - Reviewing and signing off on monthly reconciliations for all balance sheet/control accounts.
 - Ensuring the completeness and accuracy of all reconciliations and resolving issues promptly.
 - Journalising and correcting entries, or escalating and tracking progress.
 - Running month-end closure processes and ensuring all submodules are complete before GL closure.
 - Following up on exception reports and unresolved items monthly.
- Provide technical accounting support to the Unisa group:
 - **Staying Updated on Accounting Standards:** maintain a deep understanding of accounting standards and DHET reporting regulations. Stay abreast of any changes or new regulations.
 - **Providing Technical Advice:** offer guidance and advice on complex accounting issues, helping the Unisa group to interpret and implement new standards and regulations.
 - **Ensuring Compliance:** plays a crucial role in ensuring the Unisa group's financial reporting and accounting practices comply with all relevant regulations.

- **Improving Financial Reporting:** Identify areas for improvement in Unisa's accounting policies and procedures, aiming to enhance the quality of financial reporting.
 - **Training and Support:** Provide training and support to other accounting team members on new standards, policies, and regulations.
 - Developing, maintaining, and updating the organisation's accounting policies and procedures.
 - Aligning internal policies with the latest updates in accounting standards.
 - Providing oversight on accounting treatments applied across departments.
 - Monitoring changes in accounting standards and assessing their implications.
- Assist in the Preparation of Separate and Group Financial Statements, legislative reports, and Coordination of the audit process:
 - Developing and revising financial reports required for Group Financial Statements.
 - Approving subordinates' journal entries and compiling IFRS-compliant statements.
 - Assisting in the Compilation of Group Financial Statements per the International Financial Reporting Standards (IFRS).
 - Ensuring that all notes to the financial statements tie up with the balance sheet and income statement and proofreading for accuracy.
 - Compiling Department of Education (DoE) -aligned expenditure statements and financial reports.
 - Reviewing Annual Financial Statements and reports of Institutes, Centres, Foundations, projects and the Ethiopia Learning Centre in line with International Financial Reporting Standards.
 - Journalising the interest calculations for the various funds, including bursaries.
 - Managing year-end closing entries, reconciliations, and audit queries.
 - Liaising with auditors, compiling timetables, and implementing audit recommendations.
 - Serving as the technical liaison to external auditors.
 - Responding to audit queries and preparing supporting documentation.
 - Coordinating with finance teams, legal, and business units on accounting matters.

Assumption of duty : *as soon as possible*
Remuneration : Remuneration is commensurate with the seniority of the position
Closing date : **19 December 2025**

Enquiries: Human Resources: Contract Appointments
 (HR Practitioner – Mrs. NM Van Vuren)
 (012) 429 2066

- Applications can be forwarded by email to technicalaccountant@mylife.unisa.ac.za
- The detailed advertisement can be viewed on the Unisa website: <https://www.unisa.ac.za/vacancies>
- **The completed prescribed application form attached herewith must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous three months) of;**
 - identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant
- The contact details of three contactable references must be provided, one of which must be from your present employer, excluding your current line manager if you are an internal Unisa applicant
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered
- Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



All applications should reach UNISA before 16H00 on 19 December 2025.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

APPLICATION FOR A FIXED-TERM CONTRACT

IMPORTANT: Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number				Unisa student no			
Race (<i>Mark with x</i>)	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following (<i>Certified copies of documents must be attached</i>)							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							
Residential address				Postal address			
		Code				Code	
Telephone no	Home		Work		Fax		
Cell			e-mail				

2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no		Job title	

3. DETAILS OF PRESENT POSITION (if applicable)

Employer		Address	
Position		Period of employment	

4.1 RELEVANT OCCUPATIONAL EXPERIENCE (*Attach CV*)

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

6. POST SCHOOL EDUCATION (*Completed*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

7. CURRENT AND/OR INCOMPLETE STUDIES (*if applicable*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects
* Full-time study must be indicated by 'F' and part-time by 'P'.					

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):			
Language	Speak	Read	Write

9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

11. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application

12. REFERENCES (Contactable)

Name	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

13. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?		Yes	No
If yes, please provide further details			
Have you ever had a sentence imposed? (mark with an x)			
	Period (eg 2 years)	From	To
Imprisonment			
Suspended sentence			
Admission of guilt	Date	Amount	
Other			
Is there any criminal, civil or disciplinary action pending against you?		Yes	No
If yes, please provide further details			
Have you ever been found guilty of misconduct at a previous employer?		Yes	No

14. DECLARATION BY APPLICANT

I,.....hereby declare that the information I have provided on this form is correct and give consent that references may be contacted and credentials verified.

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

- 1 I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Unisa of any changes in my personal information.
- 2 I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto, and I have taken note of advice which may be applicable to employees in general.
- 3 I, as an employee of Unisa or an applicant for employment at Unisa, hereby consent that Unisa may collect, use, distribute, and process my personal information for its business purposes, which may include, but are not limited to:
 - 3.1 internal administrative processes pertaining to my employment at Unisa;
 - 3.2 conducting criminal, credit and reference checks; and
 - 3.3 Institutional and scholarly research.

- 4 I also consent that Unisa may share my personal information with other Universities of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering Unisa employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk-benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the university.
- 5 I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
- 6 I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 7 I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za

Date:

Signature: