



DIVISION: Finance	DEPARTMENT: Finance
POST: Remuneration Officer	POST No: 8027 PEROMNES GRADE: 09

JOB DESCRIPTION:

Key Performance Areas include but not limited to:

- Daily capturing of salary inputs
- Issuing of Pay-slips and IRP 5s
- Handling of employees queries
- Filling
- Assist during audits
- Administrative function

APPLICATION CRITERIA:

Qualification and Experience:

- M + 3 in Accounting or National Diploma in Cost and Management Accounting or National Diploma in Auditing Issuing of Pay-slips and IRP 5s
- At least 3 years' experience working in Accounting environment

Skills and Competencies:

- Accounting, computer literate -working experience Excel, working experience with Integrated Tertiary Software (ITS)
- Good interpersonal skills and communication, problem solving skills, customer service excellence, and ability to work under pressure.

Closing date for applications: 15 February 2022

Submit CV to recruitment4@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.



POSITIVE ABOUT PEOPLE WITH DISABILITIES