



SOUTHERN AFRICA NAZARENE UNIVERSITY

“Aspires for academic excellence through a balanced combination of faith, teaching and learning within the Christian holiness context”

VACANCY

Southern Africa Nazarene University (SANU) invites suitably qualified and experienced candidates to apply for the position of **Assistant Bursar -Accounts**. This is a critical role within the Finance Department, responsible for maintaining financial integrity, coordinating annual audits, managing student finances, and supporting the Bursar in strategic financial operations.

Purpose of the Job

To ensure the accurate and efficient management of the University’s financial records and processes in accordance with University Policies and Procedures, by maintaining financial integrity, supporting sound financial decision-making, and providing leadership in accounting functions including audit coordination and student financial administration.

Key Duties and Responsibilities

The incumbent will be responsible for, but not limited to, the following:

- Manage the General Ledger, including posting and reconciliation.
- Prepare monthly management accounts and variance analysis statements.
- Conduct bank and petty cash reconciliations and investigate discrepancies.
- Maintain the assets register, including recording acquisitions, disposals, and revaluations.
- Perform creditor and debtor reconciliations and ensure timely disbursement of payments.
- Raise journal entries to correct errors and ensure data integrity.
- Oversee the administration of student finances, including invoicing, billing, and follow-up on payments.
- Act as a vital source of financial information for academic departments and students.
- Coordinate annual audit processes, including preparation of audit files and responding to audit queries.
- Assist departments with budget preparation and participate in the budgeting process.
- Prepare weekly, monthly, quarterly, and annual financial reports for consideration by the Bursar and Management.
- Maintain confidentiality of all financial documents in accordance with University policy.
- Ensure adherence to all University ethics, policies, and procedures.
- Supervise Accounts Clerks and ensure continuity of management in the Bursar’s absence.
- Provide input on automation systems and improve accounting service quality across departments.

- Perform any other duties as directed by the Bursar and Management for the effective administration of the University Finance Department.

Requirements: Qualifications and Experience

Minimum Qualifications and Experience

- Bachelor's degree in Accounting or Finance from a recognized university.
- Possession of ACCA or CIMA will be an added advantage.
- Must have served articles from a reputable audit firm (or demonstrable audit exposure).
- Minimum of three (3) years of experience in medium to large-scale accounting or auditing, financial management, or a related field.
- At least two (2) years of supervisory experience is required.

Essential Skills and Attributes

- Excellent interpersonal, oral, and written communication skills.
- Proficiency in both English and SiSwati.
- Strong financial acumen and organizational skills.
- Proficiency in Microsoft Office and relevant accounting software.
- Presentable, well-mannered, and high level of integrity.

Expected Characteristics

- Must be a committed Christian with the ability to model Christ-like discipleship in the workplace.

Application: Applicants should send: 1) a letter of application addressing qualifications and describing experiences; 2) a current curriculum vitae or resume; 3) proof of academic qualifications with transcripts; 4) three names of referees.

Applications must be submitted **by email** on or before the **17th May 2026** to the following address:

The Registrar

Southern Africa Nazarene University
Administration Office
P.O. Box 6800
Manzini, M200, Swaziland
Phone: (+268) 25055749
Email: recruitment@sanu.ac.sz

Southern Africa Nazarene University affirms its Commitment to the Great Commission and to offering equal opportunities.