



## VACANCY - 1968

REFERENCE NR	:	VAC00223/25
JOB TITLE	:	Senior Manager: Fixed Assets Management
JOB LEVEL	:	D4
SALARY	:	R 887 541 - R 1 331 311
REPORT TO	:	Senior Manager External Reporting and Fixed Assets
DIVISION	:	Finance
Department	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

Overseeing the management of the organizations fixed assets management, overseeing the management of the asset tax book, overseeing the management of the data quality, management of the cross-functional stakeholder engagement, training and overseeing the accumulation and assessment of information required from a GRAP perspective and ensuring the compliance with GRAP.

### Key Responsibility Areas

- Manage the performance objectives of the department and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives
- Review policies, processes and procedures and continuously improve the functioning of the department and the organisation and driving automation of the defined processes.
- Oversee and manage all elements of the Fixed Assets Management function, including compliance with GRAP.
- Oversee the management of tax book and providing technical support.
- Technical Support and Inventory Management.

### Qualifications and Experience

**Minimum:** Honours in Accounting and a qualified Chartered Accountant (CA(SA)). Registered with SAICA as a qualified CA(SA)

**Experience :** 5+ years post article experience in a corporate or big public entity that has to comply with IFRS/GRAP and/or in the auditing of such entities.

### Technical Competencies Description

**Knowledge of:** Financial Acumen: Understanding of financial principles related to asset valuation, depreciation, and capital budgeting. Regulatory Requirement: Familiarity with relevant laws and regulations in the public sector environment as it relates to assets, including tax laws. Asset Lifecycle Management: Knowledge of the asset lifecycle of fixed assets and intangible assets, from acquisition to disposal. Inventory Management: Skills in tracking and managing physical assets, including conducting audits and reconciliations. Technological Proficiency: Detailed

understanding of software and systems for the managing and reporting of fixed assets. Risk Management: Ability to oversee projects involving asset acquisition, upgrades, or disposals, ensuring they are completed on time and within budget. Interpersonal Skills: Strong communication and leadership abilities for managing teams and collaborating with other departments. Strategic Planning: Capability to align asset management strategies with the organisation's overall goals and objectives. Analytical Skills: Proficiency in data analysis to evaluate asset performance and other assets related information.

#### **Other Special Requirements**

N/A

#### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://www.eservices.gov.za)** and follow the following process

1. Register using your ID and personal information
2. Use received one-time pin to complete the registration
3. Log in using your username and password
4. Click on "Employment & Labour
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

Or, if candidate has registered on eservices portal, access [www.eservices.gov.za](http://www.eservices.gov.za), then follow the below steps:

1. Click on "Employment & Labour
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) **OR call 080 1414 882**

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 25 October 2024**

#### **Disclaimer**

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to short-listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV's sent to incorrect email address will not be considered