



VACANCY

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| REFERENCE NR | : | VAC00492 |
| JOB TITLE | : | Senior Specialist: Fixed Asset |
| JOB LEVEL | : | D2 |
| SALARY | : | R620 597 – 930 895 |
| REPORT TO | : | Senior Manager External Reporting & Fixed Asset |
| DIVISION | : | Finance |
| DEPT | : | FIN: Financial Accounting |
| LOCATION | : | Erasmuskloof, Gauteng |
| POSITION STATUS | : | Permanent (External & Internal) |

Purpose of the job

The role will be responsible for assisting the financial accounting and fixed asset management team in analysing the fixed asset register and identifying gaps in the existing policies and procedures. Enhance and document the process for audit purpose; give technical advice on the processes, policies, standards, systems and measurements that will help the organisation to effectively manage its IT asset portfolio (software and technology-related hardware) with regards to cost, control, risk, compliance, business performance objectives, and IT Governance as established by the organisation.

Key Responsibility Area

- Ensure GRAP/IFRS Compliant fixed assets register.
- Establish and manage the IT asset register,
- Establish and maintain hardware and software maintenance database.
- Coordinate with management in utilising the asset management tools to analyse, review and track asset data.
- Plan, monitor, and record software license and/or hardware assets to ensure compliance with vendor contracts.
- Manage the lifecycle of hardware and software models right from their introduction to their retirement.
- Tracks the financial attributes about the assets to understand total cost of ownership, return on investment and assign costs to projects and IT business services.
- Manage asset reconciliation and asset disposal agreements.
- Supervise the disposal of Fixed Asset.
- Administer SITA Corporate Insurance.

Qualifications and Experience

Minimum: B.com Accounting degree and honours in Accounting or CTA with completed SAICA articles. CA qualification is considered an added advantage.

Experience: 3 years' experience in GRAP or IFRS, including SAICA articles. Process documenting and advanced excel skills. Accounting for fixed Assets including impairment assessment thereof. Treatment of Internally Generated Assets (CIP). At least 1-year experience in accounting for fixed assets. Experience in IT related assets and intangible assets is an added advantage.

Technical Competencies Description

Knowledge of: Understanding of all accounting standards requirements as it relates to fixed assets. Understanding of Oracle ERP system will be an added advantage. Knowledge of IT assets will be an added advantage. Experience in preparing financial schedules including disclosures as it relates to PPE, intangible assets and Internally Generated Assets (CIP).

Other Special Requirements

N/A.

How to apply

Kindly forward your CV to: Puleng.recruitment@sita.co.za

Closing Date: 10 February 2022

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on 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 applicants 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