



## VACANCY -1964

REFERENCE NR	:	VAC00445
JOB TITLE	:	Supervisor: Fixed Assets
JOB LEVEL	:	C4
SALARY	:	R 409 935 – R 614 903
REPORT TO	:	Head: Financial Accounting
DIVISION	:	Finance
DEPT	:	Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To effectively provide supervision and assistance to all levels of employees within the Fixed Assets Management department in the daily maintenance of SITA fixed asset register and monthly reporting.

### Key Responsibility Areas

- Financial reporting and analysis.
- Follow up on outstanding internal audit and external audit report findings to facilitate the resolution thereof.
- Supervise the fixed asset team members, providing guidance, training and performance feedback.
- Ensure compliance with applicable policies and procedures.
- Maintain a GRAP compliant complete and accurate fixed asset register and safeguard fixed assets and maintain an accurate and complete record of company assets complying with the prescribed accounting standards.

### Qualifications and Experience

**Minimum:** A Degree in Financial Accounting. Honours in Accounting or related qualification on a NQF 8 level will be an added advantage.

**Experience:** 3-4 years Asset Management related experience.

### Technical Competencies Description

**Knowledge of:** Organisation Awareness Understanding of government financial legislation and regulations Knowledge of Accounting processes, business processes and rules SITA Code of Ethics PFMA IFRS and GRAP Ability to draft appropriate policies and procedures. Identification of and management of risk Implementation and monitoring of internal controls Oracle knowledge will be a strong advantage System processes Ability to analyse reporting information and recommend corrective action. Ability to make an informed decision Experience in preparing financial schedules including disclosures as it relates to Asset Management.

### 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 contact [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: 22 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 shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.