

# ERRATUM FIXED ASSET CONTROLLER

**Salary: (T11/C3) R28 970.97 per month (Basic Excluding benefits)**

## JOB PURPOSE

- To assist in the management and control of all aspects related to the fixed assets environment, asset verification process and accounting as well as managing the asset through the asset life cycle.

## DUTIES AND RESPONSIBILITIES

- Manage and supervise the Fixed Asset Administrator which includes work allocation, leave, training, performance and problem resolution
- Maintain fixed assets register on JDE system including additions, disposals, transfer of assets, depreciation and scrapping of assets;
- Ensure compliance with all aspects of Generally Recognised Accounting Practices (GRAP), Municipal Finance Management Act (MFMA) where applicable;
- Ensure the asset register complies with National Treasury Asset Management Framework
- Calculate monthly depreciation charge and Compile monthly CAPEX report
- Monitor all Capex expenditure in line with approved budget and engage with budget office in this regard;
- Implement and monitor adherence to policies, processes and systems around fixed assets relating to additions, disposals scrapping of assets, verification, depreciation and movement of assets
- Manage physical asset verification and compile a verification report which outlines the findings from the verification process.
- Prepare and submit all capex claims as required to the treasury department and shareholder unit;
- Reconcile the asset register to the general ledger monthly, per asset class;
- Manage and account for all aspects related to finance leases as it relates to fixed assets;
- Prepare monthly aging of Work In Progress
- Quarterly report on Work in Progress that is not moving per asset class and assess Work in
- Progress for any indications of impairment and write-off
- Reconcile the Work In Progress Account monthly and ensure all items are cleared timeously






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## DUTIES AND RESPONSIBILITIES

- Verify the computation of project costs on supplier invoices
- Ensure completion certificates are received for all major projects completed;
- Ensure effective communication of Asset control procedure to departmental management and that procedures are maintained.
- Maintain an asset register reflecting the tax values and allowances as per the requirements of the Income Tax Act.
- Respond to internal and external audit requests and findings regarding the audit of fixed assets;
- Coordinate the disposal of fixed assets in compliance with company, municipal and governmental regulations;
- Compile and manage monthly and quarterly management reports assets;
- Perform miscellaneous job-related duties assigned;

## QUALIFICATIONS

- NQF level 6 in Finance/Accounting/Auditing
- Minimum of 3 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: [FixedAssets-Controller@joburgmarket.co.za](mailto:FixedAssets-Controller@joburgmarket.co.za)

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

**N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.**

The closing date is 30<sup>th</sup> April 2024 at 12:00 pm.

17/4/2024