



**Joburg|Market**

**Joburg Market (SOC) Ltd**

Heidelberg Road  
City Deep  
Johannesburg  
2049

PO Box 86007  
City Deep,  
Johannesburg  
South Africa  
2049

Tel +27(0) 11 992 8000  
Fax +27(0) 11 613 7381  
E-mail: [info@joburgmarket.co.za](mailto:info@joburgmarket.co.za)

[www.joburgmarket.co.za](http://www.joburgmarket.co.za)  
[www.joburg.org.za](http://www.joburg.org.za)

## **FIXED ASSETS CONTROLLER/OFFICER**

**Salary: R31 766.00 per month basic plus benefits**

### **JOB PURPOSE**

To manage and control all aspects related to the fixed asset 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/Clerk which includes work allocation, leave, training, performance and problem resolution, facilitate the process for the appointment of service providers for specialized and professional support to the department, 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 Recognized Accounting Practices (GRAP), the asset register complies with National Treasury Asset Management Framework, calculate monthly depreciation charge, monitor all Capex expenditure in line with approved budget and engage with budget office in this regard, compile monthly CAPEX report, manage the tagging of all assets, 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, 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, attend CAPEX project meeting and liaise with project managers on project status and invoicing, verify the computation of project costs on supplier invoices, ensure completion certificates are received for all major projects completed, maintain a record of all invoices relating to fixed assets additions Process and document returns of redundant assets, manage administrative duties, including reporting any stolen assets to legal and for insurance, ensure effective communication of Asset control procedure to departmental management and that procedures are maintained, prepare the fixed asset note to the AFS, 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, implement and maintain an effective record keeping system and perform miscellaneous job-related duties as assigned.

### **QUALIFICATIONS**

NQF level 7 in Accounting  
3 years relevant experience

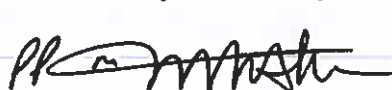
**Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment. Please forward all applications to [fixedassets-controller@joburgmarket.co.za](mailto:fixedassets-controller@joburgmarket.co.za) please note all CV's must have the following supporting documents  
Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected.**

**NO APPLICATION FORMS MUST BE COMPLETED.**

**Please take note if not contacted after 4 weeks of closing date, consider your CV as unsuccessful.**

**N. B. Applicants from Indian, Coloured and White population Groups are encourage in applying.**

**The closing date is 08 February 2022 at 12:00 pm.**

 28/01/2022