Joburg Market (SOC) Ltd

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FIXED ASSETS MANAGER

Salary: (T15/D2) R50 187.00 per month basic excluding 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.

Oversee and coordinate the control and movement of assets and/or equipment, supplies, and/or materials according to established policies and procedures.

DUTIES AND RESPONSIBILITIES

- Manage and supervise the Fixed Asset team which includes work allocation, leave, training, performance and problem resolution. Physical asset verification and compile a verification report which outlines the findings from the verification process. Manage and account for all aspects related to finance leases as it relates to fixed assets, administrative duties, including reporting any stolen assets to legal and for insurance.
- 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. Record of all invoices relating to fixed assets additions process and document returns of redundant assets. Maintain an asset register reflecting the tax values and allowances as per the requirements of the Income Tax Act.
- Ensure compliance with all aspects of Generally Recognised Accounting Practices (GRAP), ensure compliance with all aspects of Municipal Finance Management Act (MFMA) where applicable and the asset register complies with National Treasury Asset Management Framework, ensure the tagging of all assets, 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.
- 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 monthly and quarterly management reports 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.
- Prepare and submit all CAPEX claims as required to the treasury department and shareholder unit and monthly aging of Work In Progress Account. Prepare the fixed asset note to the AFS.
- Reconcile the asset register to the general ledger monthly, per asset class and the Work In Progress Account monthly and ensure all items are cleared timeously.

- Quarterly report on Work in Progress Account that is not moving per asset class and assess Work in Progress Account for any indications of impairment and write-off.
- Attend CAPEX project meeting and liaise with project managers on project status and invoicing.
- Verify the computation of project costs on supplier invoices.
- 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.
- Implement and maintain an effective record keeping system.
  Perform miscellaneous job-related duties as assigned;

QUALIFICATIONS

- NQF Level 7 Accounting
- Completed SAICA Articles
- 3 years relevant experience in Public Sector (Financial Accounting/ Asset Management)

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-manager@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.

The closing date is 09 December 2022 at 12:00 pm.

30/11/22