

FIXED ASSET COUNTER X2

The above mentioned position is available in the Finance Department at Robben- Island Museum. Reporting to the Asset Management Supervisor the incumbent will be responsible for the provision of reliable asset data, information, systems and operational support so as to facilitate the achievement of “best practice” asset management.

Duties and Responsibilities:

- Maintenance of the assets register;
- Bar-coding new assets;
- Processing new asset details on the asset module;
- Processing asset purchases;
- Performing physical asset verification;
- Updating the location of movable assets;
- Co-ordinating asset disposals;
- Ensure that asset register is compiled and maintained;
- Performing asset reconciliations;
- Ensure adherence to GRAP17/IAS 16 accounting standards;
- Perform depreciation calculations and change in accounting estimates
- Other ad hoc duties assigned by the Asset Management Supervisor

Experience and Technical skills:

- The incumbent should be in possession of a National diploma in accounting/Auditing or Bachelor’s degree measuring in accounting/Auditing/Financial management;
- Minimum of one year experience with Fixed Assets.
- Strong financial accounting, asset management and stocktaking skills;
- Computer literacy (spreadsheet and accounting packages) and sound interpersonal skills;
- Asset identification, classification, valuation, condition assessment & rating;
- Excellent communication: good interpersonal and communication skills and able to communicate clearly;
- Excellent administrative skills;
- Be able to work under pressure;
- Team work: Must be able to work as part of a team;
- Must be able to work reliably and responsibly within the unit and other departments.

RIM is an EE, AA, employer, RIM reserves right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or fax 021 425 2131 by no later than **27 October 2017**. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB