



## **FIXED ASSET COUNTER**

### **08-02-2018**

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:**

- Ensuring the assets register is up to date;
- Bar-coding new assets;
- Processing new asset details on the asset module;
- Processing asset purchases;
- Assist with the co-ordination and execution of the physical asset verification;
- Updating the location of movable assets and ensuring administration relating to movements is up to date;
- Co-ordinating asset disposals;
- Ensure the asset register is GRAP 17 compliant;
- Performing asset reconciliations;
- Capable of performing change in estimate calculations;
- 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 finance related experience;
- Strong financial accounting, asset management and stocktaking skills;
- Sound knowledge of the Public Finance Management Act;
- Computer literacy (spreadsheet and accounting packages) and sound interpersonal skills;
- Asset identification, classification, valuation, condition assessment & rating;
- Able to express ideas logically and concisely;
- Excellent communication skills;
- Excellent administrative skills;
- Be able to work under pressure with a high degree of accuracy within the confines of strict deadlines;
- Must be able to work independently and as part of a team;
- Must be willing to assist and willing to work overtime when required.

RIM is an EE, AA, employer, RIM reserves the 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](mailto:recruitment@robben-island.org.za) by no later than 08 February 2018. 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: