

Job Specification

Job Title	Fixed Assets Officer
Category	Permanent Position
Division	Finance
Reporting To	Financial Accountant (Fixed Assets)
Job Level	Paterson Grade B4
Job Purpose Statement	<p>To be responsible in assisting in recording and maintaining DTPC and its subsidiary's fixed asset, including updated the fixed asset register, the tracking of assets, recording of depreciation and accounting for the disposal of fixed asset.</p> <p>Provide effective Fixed Asset Accounting Function to DTPC</p> <ol style="list-style-type: none"> 1. Maintain a complete and accurate fixed asset register that complies with GRAP standards. 2. Collate the monthly authorised master-file forms (additions, disposals and transfers) from the asset champions. 3. Conduct monthly meetings with asset champions to agree information and update the working paper file with this information-: <p>Additions:</p> <ul style="list-style-type: none"> • For all new assets ensure presence on delivery and agree details such as description, quantity, make and model of new asset. • Where practicable immediately assign and affix an asset number to the new asset. <p>Transfers:</p> <ul style="list-style-type: none"> • Update the fixed asset register with Masterfile forms received from the asset champions. <p>Disposals:</p> <ul style="list-style-type: none"> • On identification of request for disposal of assets, receive all pertinent information from the user department. • Verify the information provided and submit to the fixed asset accountant to be used in the submission to Exco. • Upon approval of disposal by Exco, complete the disposal process such as removal of asset and receiving the signed removal form. <p>Once the disposal process has been appropriately closed and assets uplifted, prepare the disposal journal</p>
Key Performance Areas	

and update the fixed asset register.

Repairs:

- Access the warranties and guarantees database and determine if the warranty is valid.
- Inform the users if a warranty exists or not, which will determine the procurement of the repair.
- Ensure that completed return forms are received before assets are uplifted from DTPC.
- Follow up on the repair status and the return of assets.

4. Warrantees and Guarantees

- Create a warranties and guarantees databases by collating warranty and guarantee documentation for all assets.

5. Physical Verification

- Plan and schedule the annual and rotational verification of DTPC assets.
- Perform the physical verification and collate the results,
- Report on the results of the verification within one week of verification and close cases within one month of reporting.

6. Process Flows/SOP's

- Review and recommend updates to existing process flows/SOP for all asset categories.

7. Control of inventory and consumables:

- Conduct the quarterly and annual compliance audits on inventory and consumables.
- Report on the results of the compliance audits within one week of compliance audit.
- Ensure cases are closed within one month of report.
- Plan and schedule the year end stock count.

8. Monthly GL Reconciliation

- Prepare the monthly depreciation journal for DTPC assets.
- Prepare the reconciliation between the fixed asset register to the GL on a monthly basis.
- Propose and prepare adjustment journal entries.

9. Financial Year End

- Prepare and propose correcting journal entries.
- Assist the Financial Accountant – Fixed Asset in preparing the notes to the financials.(Property, Plant and Equipment, Intangible Assets, Heritage Assets and Investment Property)
- Assist the Financial Accountant – Fixed Asset in preparing the Reassessment of useful life calculation and preparing the adjusting GL entries.

10. Assist the auditors with the audit queries.

11. Any other asset management task as may be required.

Assist in providing effective insurance of all DTPC assets

- Conduct insurance workshops for all asset champions and user departments.
- In the event of an insurance claim, collate all the supporting documentation for the insurance claims and ensure completeness thereof. E.g. Incident Report, Police reports, quotes etc.
- Complete the insurance claim form and submit the documentation within one day of receiving all information.
- Update the dashboard on a monthly basis with the status on claims. This must include the date that the incident occurred, the date the claim for was submitted to the Insurers, the date that all documentation was sent to the Insurers and the date that the claim is settled.
- Follow-up on status of claims with the insurers and investigate long outstanding claims.
- Enquire with the cash and bank clerk if the settlement for any insurance claim has been received.
- Inform the user departments of settlements and ensure that the replacement or repair of the asset is procured as per company policy.
- Insurance renewal - Assist the Financial Accountant – Fixed Assets in preparing the insurance renewal information for assets.
- Prepare an insurance analysis indicating the premiums payable, declared value per class and commission payable as per the renewal versus the invoices received.
- Any other insurance related task as maybe

	required.
Qualifications, Knowledge, Skills and Behavioural Competencies Required	<ul style="list-style-type: none"> • Diploma in Accounting/ Management Accounting • Valid Code EB (Code 08) vehicle license • Minimum of 3 years' experience in fixed assets environment • Sound knowledge of PFMA, Treasury Regulations, and GRAP standards (Specifically those Related to Fixed Asset) • Knowledge of Pastel Accounting System, or similar system • Strong knowledge of asset numbering techniques, bar-coding equipment and asset tagging • Computer literacy in MS Office, with advanced Excel skills including working with Pivot tables • Effective verbal and written communication skills • Attention to detail to ensure accuracy • Teamwork skills • Service excellence • Willingness to work outside of an office environment, travel between sites and perform asset tagging verification processes
Opening Date	16 September 2020
Closing Date	5 October 2020
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> • Shortlisting of CVs based on minimum requirements of the role; • 1st Round Panel Interview; • Psychometric Assessment/s; • Verification Checks; and • 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> • Criminal; • Credit (position of trust) and Financial dealings, if relevant to position; • Qualifications; • Reference Checks; • South African citizen; • Valid drivers license; and • Positive verification of current remuneration package.
Remuneration and Benefits	<p>R225,045 - R315,037 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p>

<p>Application Forwarding Details</p>	<p>20 Working days leave per annum.</p> <p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>
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