



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



UMGUNGUNDLOVU TVET COLLEGE HAS THE FOLLOWING PERMANENT VACANCY:

Accounting Clerk: Asset Management

Salary Level 07: R 242 475 pa

REF: UTVETC/AC/18

Minimum Requirements:

- An Accounting related Degree / Diploma
- 3 years experience working with fixed asset registers
- Knowledge of legislation governing Asset Management within Public Service
- Proficient in MS Excel

Added Advantage:

- Experience with GRAP Asset Accounting

Duties:

- Maintain accurate Fixed Asset Registers.
- Facilitate implementation of GRAP
- Working with the Asset Maintenance team to record costs incurred.
- Create update and monitor a system of controls, procedures, and forms for the recording of fixed assets
- Reconcile the balance in the fixed asset subsidiary ledger to the general ledger monthly
- Calculate and record depreciation
- Implement processes and procedures to identify remaining useful lives and residual values
- Oversee periodic counts of fixed assets
- Assist auditors with their enquiries
- Prepare Asset Reports to Management as required
- Oversee accounting for disposal of assets

Your application must be accompanied by the following documentation:

- Originally signed Z 83 application form of employment.
- Detailed Curriculum Vitae.
- Recent Certified copies of qualifications including senior certificate (not copies of certified copies).
- Recent Certified copy of Identity Document and Driver's License (not copies of certified copies)
- Recent Certified copy of Academic Record (not copies of certified copies)
- The envelope should indicate the name of the post and its reference number.

Enquiries: Ms N Jula – Tel: 033 816 8619

Forward your application, stating the relevant reference number to Ms N Jula, Human Resource Department Private Bag X9060, Pietermaritzburg, 3200 or hand deliver to Ms Jula - 44 Burger Street, Pietermaritzburg.

CLOSING DATE: 29/08/2018 (15:00pm)

People with disabilities are encouraged to apply

NB: If you have not been contacted within 30 days after the closing date, consider your application as unsuccessful. The employer reserves the right not to fill the post. No email or faxed copies will be considered.