



DIVISION: Assets

DEPARTMENT: Finance

POST: Senior Accountant

POST N<sup>o</sup>: 3131

PEROMNES GRADE: 07

**JOB DESCRIPTION:**

**Key performance areas include but are not limited to:**

- Manage Fixed Assets section and supervise staff members;
- Development of policies and implementation thereof;
- Development of internal controls and implementation thereof;
- Assign tag numbers to fixed assets;
- Develop plans and strategies for annual asset verifications;
- Supervise verification of fixed assets, including Satellite Campuses;
- Recommend to management any updates to accounting policies related to fixed assets;
- Investigate the potential obsolescence of fixed assets;
- Recommend to management whether fixed assets should be disposed of;
- Conduct periodic impairment reviews for tangible and intangible assets;
- Calculate depreciation for all fixed assets;
- Review and update the detailed schedule of fixed assets and accumulated depreciation;
- Record fixed asset acquisitions and disposals in the accounting system;
- Track the compilation of project costs into fixed asset accounts and close out those accounts once the related projects have been completed;
- Overall maintenance of the Fixed asset register;
- Reconcile monthly the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger;
- Responsible for the Annual Financial Statement disclosure in compliance with IFRS/ relevant applicable accounting standards;
- Conduct workshops on assets with VUT officials and departmental assets controllers;
- Prepare and compile monthly reports on all aspects of the Fixed Assets section;
- Manage all cell phone contracts;
- Manage insurance claims;
- Prepare audit schedules relating to fixed assets, and assist the auditors in their enquiries.
- Track university expenditures for fixed assets in comparison to the capital budget and manage authorizations.
- Management of staff.

**APPLICATION CRITERIA:**

**Qualification and Experience:**

- BComm degree: Accounting/BTech: Cost & Management Accounting/ Auditing;
- At least 5 years' experience working with Assets
- Experience with financial reporting requirements and annual financial statement preparations.
- Ability to produce accurate and timely monthly reports and financial accounts.

### **Skills and Competencies:**

- Accounting, computer literate -working experience with Advanced Excel, working Experience with Integrated Tertiary Software (ITS) will be an added advantage  
good interpersonal skills and communication, knowledge of Higher Education Tertiary Institutions, problem solving skills,

customer service excellence, ability to handle multiple tasks simultaneously with a sense of priority.

CLOSING DATE FOR APPLICATIONS: 17 November 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from <https://www.vut.ac.za/external-jobs/>
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment6@vut.ac.za](mailto:recruitment6@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Teresa Martins, Tel 016 950 9327 / email address: [teresam@vut.ac.za](mailto:teresam@vut.ac.za)

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: [judasm@vut.ac.za](mailto:judasm@vut.ac.za)

**Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

