

DIVISION: CFO

DEPARTMENT: Finance

POST: Accountant-Fixed Assets

POST N^o: 0007

PEROMNES GRADE: 08

JOB DESCRIPTION:

The Vaal University of Technology (VUT) invites applications from suitably qualified and experienced candidates for the position of Accountant (Assets) within the Finance Department.

Key performance areas include but are not limited to:

- Check the Fixed Asset Register monthly, ensuring all additions, disposals, and transfers are accurately processed and reconciled with the General Ledger.
- Process new intangible asset transactions, calculate amortisation and ensure that International Financial Reporting Standard (IFRS) 16 right-of-use assets are recorded correctly.
- Calculate and post monthly depreciation and amortisation and prepare reconciliations by asset category.
- Track WIP balances, liaise with Projects and Services to identify completed projects ready for capitalisation, and submit details to the Senior Accountant.
- Assist in annual impairment assessments, useful life reviews, and residual value reassessments in collaboration with the Senior Accountant.
- Assist with the management of insurance claims, ensure the timely submission of supporting documents to the insurance broker, prepare monthly reports on insurance related matters, and support annual insurance renewals and the completion of underwriting questionnaires.
- Prepare and reconcile all VUT cell phone contracts monthly, and compile reports for submission to the Senior Accountant.
- Participate in capital budget planning, prepare expenditure tracking reports and highlight variances.
- Supervise and participate in physical verification of assets, including intangible and right-of-use assets and ensure compliance with IFRS and VUT policies.
- Prepare journals for additions, disposals, transfers, impairments and other asset-related transactions.
- Perform general administrative duties and other responsibilities assigned by the Senior Accountant or Line Manager.

- Guide and supervise the Assistant Accountant and asset controllers, allocate tasks, provide training, and ensure deadlines are met.

APPLICATION CRITERIA:

Qualifications and Experience:

- BCom Degree in Accounting or Advanced Diploma/B -Tech in Accounting, Cost Management Accounting or Auditing.
- At least 5 years' relevant experience in fixed asset accounting.
- Working experience in advanced Excel. Experience with Integrated Tertiary Software (ITS) will be an added advantage.
- Experience in supervising people and teams will be an added advantage.
- Experience within a higher education institution will be an added advantage.
- Sound knowledge of IFRS.

Skills:

- Strong attention to detail and sound analytical skills.
- Good communication and interpersonal skills, and the ability to work effectively in a team environment.
- Problem solving skills, customer service excellence, and the ability to handle multiple

CLOSING DATE FOR APPLICATIONS: 10 JULY 2026

tasks simultaneously with a sense of priority.

Application requirements:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above)
3. Certified copies of all certificates or degrees
4. A certified copy of your South African identity document
5. Current contact details of referees
6. Applications must be emailed to recruitment4@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.

9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within 3 months of the closing date, please regard your application as unsuccessful.

NB: Applicants who have previously applied need to re-apply.

Please Note

- **By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically Africans, Coloureds, Indians, women, and persons with disabilities.**
- **VUT reserves the right not to make an appointment**

