



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20241013/1964
BPS Vacancy Number:	VAC00445
Job Title:	Supervisor: Fixed Assets
Job Level:	C4
Vacancy Type:	Internal & External
Salary Range:	R409935.00 - R614903.00
Organisation Name:	State Information Technology Agency
Division:	FIN: Office of the CFO
Department:	FIN: HOD Financial Accounting
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To effectively provide supervision and assistance to all levels of employees within the Fixed Assets Management department in the daily maintenance of SITA fixed asset register and monthly reporting

Responsibilities:

Financial reporting and analysis.
 Follow up on outstanding internal audit and external audit report findings to facilitate the resolution thereof.
 Supervise the fixed asset team members, providing guidance, training and performance feedback.
 Ensure compliance with applicable policies and procedures.
 Maintain a GRAP compliant complete and accurate fixed asset register and safeguard fixed assets and maintain an accurate and complete record of company assets complying with the prescribed accounting standards.

Qualifications and Experience:

Minimum: A Degree in Financial Accounting. Honours in Accounting or related qualification on a NQF 8 level will be an added advantage.
 Experience: 3-4 years Asset Management related experience.

Knowledge:

Organisation Awareness Understanding of government financial legislation and regulations Knowledge of Accounting processes, business processes and rules SITA Code of Ethics PFMA IFRS and GRAP Ability to draft appropriate policies and procedures Identification of and management of risk Implementation and monitoring of internal controls Oracle knowledge will be a strong advantage System processes Ability to analyse reporting information and recommend corrective action Ability to make an informed decision Experience in preparing financial schedules including disclosures as it relates to Asset Management

Technical Competencies

Financial Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 22 Oct 2024

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****