

# Vacancy Notification

**Position:** Fixed Asset Accountant

**Location:** Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

<b>Vacancy Status</b>	<b>Published Date</b>	<b>11 October 2018</b>
	<b>Closing Date</b>	<b>20 October 2018</b>

<b>Position Description</b>	Fixed Asset Accountant
<b>Reporting To</b>	Maintenance Planner
<b>Direct Reports</b>	Financial Manager
<b>Job grade</b>	CU
<b>Purpose of the Job</b>	The Fixed Asset Accountant responsibilities include, but are not limited to, recording the cost of newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposals of fixed assets.
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Create and monitor a system of controls, procedures, and forms for the recording of fixed assets.</li> <li>• Record fixed asset acquisitions and disposals in the accounting system.</li> <li>• Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.</li> <li>• Work closely with the other departments in tracking project costs in comparison to their budgeted projections.</li> <li>• Conduct periodic reviews of the fixed asset schedule to determine disposals.</li> <li>• Reconcile the balance in the fixed asset subsidiary ledger to the general ledger.</li> <li>• Run depreciation for all fixed assets.</li> <li>• Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.</li> <li>• Review and preparation of monthly reports.</li> <li>• Reconcile specific general ledger accounts.</li> <li>• Assist in the preparation of budgets.</li> <li>• Communicate with co-workers, management and clients in a courteous and professional manner.</li> <li>• Reporting for work in a timely manner when scheduled.</li> <li>• Ad hoc finance duties.</li> </ul>
<b>Minimum Qualifications Required</b>	Bachelor's degree in finance or relevant Accounting qualification

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<b>Minimum Experience and Knowledge Required</b>	2-3 years of Fixed Asset Accounting experience
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• The ability to work well within a team</li> <li>• Continuous improvement abilities</li> <li>• Ability to work under pressure</li> <li>• Reliable</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Meticulous in work execution</li> <li>• Zero tolerance for errors</li> <li>• Drive and enthusiasm</li> <li>• Assertive in obtaining the correction information</li> </ul>
<b>Enquiries</b>	<p>Applicants who meet the key requirements of the job must apply and submit their CV's together with certified copies of qualifications, quoting "<b>FIXED ASSET ACCOUNTANT</b>" in the Subject line to: - Email address: - <a href="mailto:hr@tshipi.co.za">hr@tshipi.co.za</a></p>