



## JOB DESCRIPTION

<b>Title</b>	Assistant Fixed Assets Management Officer
<b>Institute/Department</b>	Finance Department
<b>Reports to</b>	Fixes Asset Management Officer
<b>Location/Campus</b>	Kukum Campus

### **Summary**

This position is responsible to assist on GL and FAR monthly reconciliation, recording the cost of all newly acquired fixed ( and moveable) assets, maintaining records of these assets, ensuring that throughout their lifecycle, they are properly capitalized, maintained, utilized and disposed of appropriately. Also provide general advice to the superior on fixed asset management.

### **Main roles and duties**

#### **Administration**

- Identify Suppliers PV Cheque no's in the attaché AP system
- Locate and photocopy supplier PV Cheque no's and file
- Printing of asset tags or barcodes
- Carry out physical asset sight/verify, count, record and tagging
- Follow up on assets for disposals/relocated(moved) and newly purchased
- Raise PRs for Asset Section office stationeries etc.
- Assist on GL and FAR monthly reconciliation
- Assist on annual asset stock takes
- Assist on asset audit requirements
- Perform other duties assigned by superiors

#### ***Dimension***

#### **Problem solving and impact**

- To contribute to decisions, that has an impact on other related fixed asset activities in the division

#### **Resource management**

- To provide appropriate quarterly/monthly reporting.
- To identify suppliers PV Cheque no. in the attached AP system

### ***Working Environment***

- To balance the competing pressures knowledge transfer, administrative demands and deadlines.
- To skilfully work cross divisions and functions in the resolution of fixed asset issues.

### **Measures of Effectiveness**

- Ensure monthly supplier reconciliation produced
- Follow up on assets for disposals/relocated (moved) and newly purchased.

### ***General Responsibilities***

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

### **Decision making required**

- Provision of advice to superior on fixed asset reports

### **Minimum Qualification Requirement:**

Bachelor / Diploma in Commerce in Accounting plus 3+ years of relevant experiences in similar job.

### **Experience**

Essential:

- Minimum of 3 years working experience in Fixed Asset Management Officer.
- Have good command of both oral and written communication skills
- Have good office organizational management and administrative skills

### **Other Requirements:**

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MS Excel);

### **Terms and Conditions**

The position is for three (3) years under an employment contract. Remunerations and benefits will according to SINU Salary level for Officers under the General Support Services Stream. The contract if renewable subject to good performance.