

JOB DESCRIPTION

Title	Fixed Assets Assistant Officer –Projects /Donations
Institute/Department	Finance Department
Reports to	Fixes Asset Management Officer
Location/Campus	Kukum Campus

Summary

This position is responsible to Liaise with SINU Departments/Faculties HOP (Project Coordinators) to identify project status, arrange to physically sight/verify and record details of assets installed on site, Send the “**Fixed Asset Capitalization Form**” for their filling up upon confirmation of donated assets. Also provide general advice to the superior on fixed asset management.

Main roles and duties

Administration

- Liaise with SINU Departments/Faculties HOP (Project Coordinators) to identify project status.
- Send the “**Fixed Asset Capitalization Form**” for their filling up upon project practical completion confirmation (Certificate).
- Arrange to physically sight/verify and record details of assets installed on site.
- Liaise with all SINU Departments/Faculties to identify any donated assets.
- Send the “**Fixed Asset Capitalization Form**” for their filling up upon confirmation of donated assets.
- Arrange to physically sight/verify and record details of donated assets on site.
- Ensure the Fixed Asset Forms are correctly filled, approved and signed-off.
- Carry out physical asset sight/verify, count, tag and recording on site.
- Prepare monthly report on projects and donated assets.
- Assist to identify Supplier PVs (Cheque no’s) in the attaché AP system.
- Assist to locate and photocopy supplier PV Cheque no’s and file.
- Assist to liaise and follow up with all SINU Departments/Faculties on newly purchased assets.
- Assist to send the “**Fixed Asset Capitalization Form**” for their filling up.
- Assist in Printing of asset tags or barcodes (labels).
- Assist to raise PRs for Asset Section order requirements.
- Perform other duties assigned by superiors from time to time.

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 prepare monthly report on asset project donation.
- Assist to raise PRs for Asset Section order requirements.

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 movement issues.

Measures of Effectiveness

- Ensure monthly supplier reconciliation produced.
- Prepare monthly report on projects and donated assets.

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:

Diploma in Finance plus 3+ years of relevant experiences in similar job.

Experience

Essential:

- Minimum of 3 years working experience in Fixed Asset.
- 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 be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.