



## **JOB DESCRIPTION**

<b>Title</b>	Fixed Asset Management Officer
<b>Institute/Department</b>	Finance Department
<b>Reports to</b>	Principal Finance Officer – Management Accounting / Director Finance
<b>Location/Campus</b>	Kukum Campus

### **Summary**

This position is responsible to liaise with all SINU Departments/Faculties to identify the issue related to fixed assets and managing the fixed asset team to do movements, Ensure the Fixed Asset team are correctly filled, approved and signed-off, perform other duties assigned by superiors from time to time. Also provide general advice to the Director Finance/ Principal Finance Officer – Management Accounting on all the matters related to fixed asset within the faculties, department.

### **Main roles and duties**

#### **Administration**

- To oversees the proper maintenance of the fixed asset register by recording information related to fixed asset
- Ensures the accurate tracking of asset under construction project cost into fixed asset.
- To investigate whether conditions of potential impairment of fixed assets exist
- Investigate the potential obsolescence of fixed assets and implement and monitors the annual useful life review process within the department.
- Ability to run and analyze business intelligence report.
- Performs other related duties as required.
- Coordinate the fixed asset team in regards to the roles and responsibilities.
- Undertake any responsibility delegated by the supervisor.

#### ***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 fixed asset management officer.
- Assist to raise PRs for Asset Section order as 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 management issues.

### **Measures of Effectiveness**

- Ensure monthly supplier reconciliation produced
- Assist in Printing of asset tags or barcodes (labels).
- Done work within the time frame.

### ***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 degree with three years experiences in similar job.

### **Experience**

Essential:

- Minimum of 3 years working experience in Fixed Asset management.
- 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 is renewable subject to good performance.