

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

Re-advertisement
Assistant Asset Officer
[Paterson Grade B3]

Remuneration package: R236, 223 per annum (Cost to Council)

MINIMUM REQUIREMENTS FOR THE POSITION:

- Grade 12 with Accounting plus N6 Certificate in Accounting/ Financial Accounting.
- 1 year's finance working experience.

COMPETENCY REQUIREMENTS

- Excellent Communications skills.
- Good analytical skills.
- Ability to work in a team.
- Planning & organising skills and be able to prioritise and meet deadlines.
- Ability to work under pressure.
- Computer literate (Microsoft Office and thorough knowledge of Excel and Word)

PRINCIPAL ACCOUNTABILITIES & KEY PERFORMANCE AREAS

- Ensure that fixed assets are correctly classified and capitalised, completely, timely and accurately in the fixed asset registers.
- Identify all misallocations or incorrect classification of Fixed Asset transactions and prepare corrections journal.
- Ensure all new fixed assets are barcoded within 5 business days of receipt of asset.
- Ensure that impaired fixed assets are identified and reported.
- Ensure that all required updates are made in the Fixed asset register and financial system.
- Prepare list of all assets, not in use or with nil value.
- Ensure that fixed asset registers are updated timely and correctly after disposal of fixed assets is finalised.
- Identify and prepare journals for Asset disposals.
- Prepare monthly staff canteen and staff telephone reports.
- Capture, load or import approved payments timeously on the Bank system.
- Perform ad-hoc requests by Head of Department or any other delegated person.

All shortlisted candidates may be subjected to a competency assessment.

*In line with the Council's Employment Equity plan and commitment to diversify its workforce, preference will be given to suitably qualified **African** and **White** Male candidates. People with disabilities will also be preferred for appointment.*

All interested applicants should forward their application letter, together with detailed Curriculum Vitae and copies of qualifications, to recruitment@hpcsac.co.za quoting the job title in the subject line.

HPCSAC reserves the right not to make any appointment to this position



Closing date: 22 October 2021

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be entered into with short-listed candidates only.