



Assets Practitioner

Ref No. RTMC/AM/AP/2021

Package: Negotiable

Purpose: The Assets Practitioner will be responsible for implementation of asset management framework and policies through the receipt and capturing of assets in the asset register, distribute assets to divisions/units/sections and monitor assets through verification, evaluation and reporting in accordance with the PFMA. The incumbent will also be responsible for financial reconciliation of assets transactions between the General Ledger and Asset Register on the Corporation ERP System. The incumbent will also be responsible to monitor and record all asset movement on FAR.

Requirements: •At least National Diploma in Accounting or Financial Management (NQF Level 6) • 3-4 years relevant experience.

The successful candidate must have the following attributes and competencies:

Accountability and ethical conduct •Quality oriented •Judgment •Systematic thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative •Live by RTMC values.

Duties: Comply with statutory requirements •Track and identify the asset •Calculate Assets depreciation •Track gross book value and net value of assets •Assist in conducting an audit of assets and asset verifications •Assist in estimating the repairs and maintenance cost •Assist in estimating the future capital investment in fixed assets •Identify the asset type and category •Assign a unique identification number •Determine the type of asset label required •Enter the asset and all associated information in the asset management / tracking system •Affix asset tag to the item •Implement data verification processes •Monitor the disposal of Assets •Perform the Fixed Assets to General Ledger Reconciliation report •Perform the Fixed Assets Inventory

- List by category report
- Run the Annual Activity report
- Capture and monitor assets depreciation tracking
- Customise assets reporting in categories (i.e. disposal of assets etc)
- Maintain and update the assets register

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: rtmc@miltonresourcing.co.za.** Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.

NB: Persons with disabilities are encouraged to apply

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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A handwritten signature in black ink, appearing to read "ADV MS MSIBI".