Division: Corporate Services

Financial Administration Specialist: Asset Management

(Ref S055/2016)

Salary: R 262,272.00 per annum (Excluding benefits)

Pretoria

Purpose: To properly maintain the departmental asset registers and related activities/transactions, make recommendations to dispose of redundant assets, verify and account for all assets, and to assist with the execution of other asset related projects

Requirements: ● A Degree or Diploma in Financial /Management Accounting ● A minimum of 3-5 years' experience in financial /management accounting environment.

Key outputs: ●Affix assets with a departmental identification tag, record newly acquired assets in the asset register, properly assign assets to users/employees ●Update asset records with all asset related activities/transactions are properly substantiated with the necessary documentation and authorised by the relevant authorities ●Reconcile the asset register with the general ledger ●Assist to maintain the departmental lease register for reporting purpose ●Identify redundant or obsolete assets and dispose off those identified assets on a timely basis and in accordance with the Departments disposal policy ●Execute project related activities in accordance with the approved project deliverables ●Verify the existence of and account for all departmental assets on an annual basis ●Update the asset register with the verification outcome and report the findings to the Chief Financial Officer ●Assist with the development and maintenance of asset management strategy, policies, procedures and prescripts of the Department ●Assist with the development and maintenance of asset acquisition and disposal plans.

The National Treasury is an equal opportunity employer and encourages applications from women and the people with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria, 0001 or to the e-mail recruit.cs@treasury.gov.za. **Closing date: 20 April 2016 at 12h00, no late applications will be accepted.**

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.