

1 x ASSET CLERK

DIRECTORATE: BUDGET AND TREASURY

DIVISION: ASSETS

REMUNERATION: SALARY LEVEL TG 7 (R146 028.00 p.a)

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Grade 12
- Diploma in public finance and Administration/ Equivalent
- 1-2 years relevant experience in municipal financial environment
- Sound knowledge of MFMA and other municipal legislations
- Computer literacy
- Knowledge of financial systems especially with regard to assets

RESPONSIBILITIES / DUTIES

- Keep record of fixed assets in their register whenever assets are acquired and ensures that they are bar-coded and updated in the system
- Assist in the physical assets verification
- Monitoring the status of records associated with the assets of the municipality applying internal control procedures to check, verify, update and maintain acquisition, valuation and location details
- Updated the insurance company of all new assets acquired, as well as disposals.
- Keep record of assets to be disposed.
- Apply the policies, procedures, standards and legislation with regard to asset treatment.
- Maintain proper record keeping of fixed assets and prepare reconciliations.