

Fixed Asset Accountant: Reference No: FA1218

A position has become available at our Head Office. We invite suitably skilled applicants with a passion for a challenging job to apply. Samwumed is committed to the transformation in Southern Africa and invite all qualifying applicants

The fixed asset accountant is accountable for recording the cost of newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation and accounting for the disposition of fixed assets.

KEY PERFORMANCE AREAS WILL INCLUDE, but not be limited to:

- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets.
- Recommend to management any updates to accounting policies related to fixed assets.
- Assign tag numbers to fixed assets.
- Attention to detail.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculate depreciation for all fixed assets.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic impairment reviews for intangible assets.
- Conduct periodic physical counts of fixed assets.
- Recommend to management whether fixed assets should be disposed of.
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.
- Capture purchase orders for the scheme, provide reports and follow up on outstanding purchase orders
- General Financial Admin duties and Adhoc tasks

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Diploma/Degree in accounting preferably
- 3+ years of fixed asset accounting experience
- Experience in SAGE 300 ERM (Accpac) will be an advantageous.
- Ability to work well under pressure

COMPETENCIES

- Initiative
- Planning and Organising
- Delivering Results and Meeting agreed targets
- Following Instructions and Procedures
- Adapting and Coping
- Diplomacy
- Interpersonal sensitivity
- Communication skills (verbal and written)



Real Heritage. Real People. Real Health Care.

A competitive remuneration package is excellent Pension, Medical aid, Housing or Rental allowance and Performance based annual bonus.

How to Apply?

Forward a detailed CV and a covering letter accompanied by certified copies of your qualifications, at least two contactable referees and a copy of your ID.

An application which does not contain **all** the requested information and/or does not meet the requirements will not be considered. Please quote our reference number on all applications.

Send applications to: recruitment@samwumed.org

Closing Date: 28 December 2018 at 16h00

For information about the scheme, visit www.samwumed.org

The Scheme reserves the right not to make an appointment. Should you not hear from us within two weeks of the closing