

## VACANCY

### **FIXED ASSET CONTROLLER - 3 MONTH FIXED TERM CONTRACT HEAD OFFICE - DURBAN**

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

#### **CORE PURPOSE OF THE JOB**

To provide for the preparation of Credit proposals required by the Executive Credit Committee, encompassing the analysis of clients' financial position in order to determine whether or not Finance can be extended for assets and/or trade.

#### **MAIN FUNCTIONS OF THE JOB INCLUDE:**

##### **Asset Management:**

- Maintain and update the fixed asset register, ensuring all acquisitions, disposals, and adjustments are accurately recorded.
- Monitor and verify the physical existence and condition of assets through periodic asset audits and reconciliations.
- Ensure proper documentation and approval for asset acquisitions and disposals.
- New asset acquisitions - ensuring that documentation is accurately prepared for the purpose of recording such acquisitions on the fixed asset register.
- Staff terminations - ensuring that Bank assets are returned and recorded on the fixed asset register.
- Replacement assets - ensuring that old assets are returned by staff and recorded on the fixed asset register.
- Location renovations - ensuring that old assets are removed from the register.
- Disposal of assets - ensuring that old/damaged/written-off items are removed from the bank's premises.
- Transfer of assets between locations or staff - ensuring that such transfer is recorded on the register.
- Conduct cyclical counts - to ensure the fixed asset register is maintained accurately throughout the year.

##### **Financial Reporting:**

- Prepare and review asset-related financial reports, including depreciation schedules and asset valuations.
- Assist in the preparation of financial statements and reports related to fixed assets for internal and external stakeholders.

##### **Compliance and Controls:**

- Ensure compliance with relevant accounting standards, tax regulations, and internal policies related to fixed assets.
- Develop and implement internal controls and procedures to safeguard fixed assets.
- Support external audits by providing necessary documentation and responding to audit queries.

##### **Process Improvement:**

- Identify and recommend improvements to processes related to asset management and reporting.
- Collaborate with other departments to streamline asset-related processes and enhance efficiency.

**Collaboration and Support:**

- Work closely with the procurement and operations teams to ensure accurate asset tracking and management.
- Provide support and guidance to team members on fixed asset management issues and best practices.

**QUALIFICATIONS**

- Bachelor's degree in Finance, Accounting, Economics, or a related field

**PREFERRED EXPERIENCE**

- Microsoft Office products with specific reference to Advanced Excel

**KNOWLEDGE**

- Basic Financial literacy
- Systems and technology
- Banking operations
- People management

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to [kameshini@albaraka.co.za](mailto:kameshini@albaraka.co.za)