



**UNIVERSITY OF  
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**FINANCE DIVISION**

**ASSETS OFFICER**

**REFERENCE NUMBER: 2024/07/MD40**

**GRADE 10**

The primary purpose of this position is to manage the University's fixed assets. This includes recording the cost of newly acquired assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposal of fixed assets.

**KEY ACTIVITIES**

- Asset control
- Asset record management
- Asset verification and reviews of fixed asset schedule
- Reconciliation of assets
- Asset capitalisation in terms of IFRS
- Administrative duties

**MINIMUM REQUIREMENTS**

- National Diploma or Bachelor's Degree in Accounting or relevant field.
- Three (3) years' relevant experience.

**PREFERENCES**

- Accounting articles, a postgraduate qualification and experience in Asset Control would be an advantage.
- Experience in the Higher Education sector would be an added advantage.

## **OTHER REQUIREMENTS**

### **Knowledge**

- ITS
- SAP
- Advanced Excel
- IFRS

### **Skills**

- Communication
- Planning and organising
- Interpersonal
- Time management
- Stock control

### **Behaviour / Attributes**

- Professional
- Attention to detail

**CLOSING DATE: 21 July 2024**

To apply please log on to PNET ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application. **The University will not accept any applications directly or through any other means.**

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.