

This Vacancy is open to Employees of the City of Johannesburg, Metrobus and External Applicants Publication Date: 26 Feb 2024
Closing Date: 5 March 2024



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

POSITION

**ASSISTANT FINANCIAL ACCOUNTANT: ASSETS
(9 Months Fixed term contract)**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.



ASSISTANT FINANCIAL ACCOUNTANT: ASSETS (9 Months Fixed term contract)

DEPARTMENT	:	FINANCE
BRANCH	:	FINANCE
DESIGNATION	:	ASSISTANT FINANCIAL ACCOUNTANT: ASSETS
REMUNERATION:		C2/ T 10 (Basic salary of R26, 117, 35 per Month excluding benefits)
PERIOD OF EMPLOYMENT:		(9 Months)
LOCATION	:	1 Raikes Road, Braamfontein

Job purpose: To support the Financial Accountant: Assets in the execution and control of the asset management function at Metrobus in accordance with financial policies and procedures.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Business preferably majoring in Accounting, Finance, or another Financial-related program.
- Minimum 2 years' experience in financial services operations.

Key performance areas, but not limited to, are as follows:

1. **Provide technical and administrative support** for implementation and maintenance of Asset Management Internal control processes and systems.
2. **Implement Asset record keeping** including maintenance and implementation of Internal Asset control processes and systems.
3. **Monitor compliance to Metrobus assets policy, MFMA and Treasury regulations**
4. **Responsible for Financial administration** including interalia, File documentation on a monthly basis, labelling of new fixed assets and any existing assets that may have lost their bar codes, maintenance of asset registers for additions, disposal, retirement and transfers etc.

Key Competencies and skills:

People Management	<ul style="list-style-type: none">▪ Human Capital Planning and Development▪ Diversity Management▪ Employee Relations Management▪ Negotiation and Dispute Management
Financial Management	<ul style="list-style-type: none">▪ Budget Planning and Execution▪ Financial Strategy and Delivery▪ Financial Reporting and Monitoring
Change Leadership	<ul style="list-style-type: none">▪ Change Vision and Strategy▪ Process Design and Improvement▪ Change Impact Monitoring and Evaluation
Governance Leadership	<ul style="list-style-type: none">▪ Policy Formulation▪ Risk and Compliance Management▪ Cooperative Governance

Core Competencies:

- Advanced Computer literacy (Excel; Ms-Word and PowerPoint).
- Planning and Organizing.
- Analysis and Innovation.
- Asset Management.
- Knowledge and Information Management.
- Strong analytical skills to understand financial data, trends and risks.
- Confident decision-making based on facts and logic.
- Strong communication skills to explain decisions and foster relationships.
- Working knowledge of business and data intelligence software.
- Results and Quality Focus

Applications must be sent via link <https://share.hsforms.com/1TheC8mbuRzG7TFvDXkJsSg469tl>

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Telephonic enquiries: Ms Briggett Mavuso: (011 403 4800)

Email enquiries: Recruitment@mbus.joburg.org.za

Closing date: CLOSING DATE: TUESDAY, 5 March 2024

Not later than (16:00)