



Commission for the Promotion and Protection of the
Rights of Cultural, Religious and Linguistic Communities.

33 Hoofd Street Forum IV, Braampark
Braamfontein, Johannesburg
Private Bag X 90 000, Houghton, 2041

Tel. 011 358 9100
Fax. 011 403 2098
www.crlcommission.org.za

Position: Fixed Asset Clerk

Monthly Salary: R17 600 - Tax Deductable

Duration: 3 months

Requirements:

- An appropriate qualification preferably in Accounting/Cost Accounting
- A minimum of at least 2 years experience in a similar position
- Working knowledge of Pastel evolution will be an added advantage

Key Competencies/Skills Required

- Efficient use of Excel spreadsheet
- In depth knowledge of Public Finance Management Act and Treasury Regulations
- Good verbal and written communication skills with ability to communicate across all levels
- Ability to work under pressure

Key Performance Areas:

- Maintain the fixed asset register and the asset general ledger;
- Recording all acquisitions on the asset register and update the fixed asset general ledger;
- Ensure that the depreciation and accumulated depreciation for the period is appropriate
- Ensure that all fixed assets are properly bar coded
- Perform asset verification exercise
- Ensure appropriate accountability of all disposal/write offs
- Perform reconciliation between fixed asset register and fixed asset general ledger
- Handle procurement of stationary for the Commission;
- Monitor and exercise control over stationary;
- Perform other related duties as and when required by the line manager

Please forward your written application quoting the reference number: **Ref CRL01/2016** and attach certified copies of qualifications, ID copy and detailed CV with at least two references to: CRL Rights Commission, HR Department, P/Bag X90 000, HOUGHTON, 2041 or hand deliver to our offices at: 33 Hoofd Street, Braampark Office Park, Forum IV.

Please note that e-mails will not be accepted and failure to comply with the advert will render your application unsuccessful. For enquiries, please contact our HR department at (011) 358 9108

Closing Date: 25 November 2016