



NUTUN

Digital Business Services

Nutun

currently has the following Vacancy:

Asset Controller

Purpose

- The role will be based primarily in Umhlanga and report to the Financial Accountant and Head of Facilities.
- The successful incumbent will be required to travel between the Umhlanga office and Durban office.
- The successful incumbent will maintain accurate and reliable records within Assetzure and Xero and control the fixed assets additions and disposals for Nutun CX (Pty) Ltd.

Transfer of Assets between Locations:

- Monitoring requests from the Facilities Department to move assets between locations.
- Preparation of Asset Control form and obtaining the necessary authorisation.
- Monitoring the physical movement of assets between locations.
- Ensuring the Asset Control form is signed by the receiving department.
- Process required amendments on Assetzure.

Disposal of Assets:

- Monitoring requests from the Facilities Department to retire redundant assets.
- Physically inspect the asset to ensure the asset may be disposed of.
- Obtaining the necessary authorisation to dispose of assets.
- Process required amendments on Assetzure.
- Liaising with the Financial Accountant to ensure all disposals are recorded on Xero.

Verification:

- Initiate the process for the physical verification of the company's fixed assets.
- Plan visits to the locations to perform checks, ensuring:
 - All assets are accounted for.
 - Assets are in the correct location as per the location recorded on Assetzure.
 - Assets are not impaired.
- Liaising with the Facilities Department on discrepancies between the physical stock count and assets recorded on the Asset Registers.

Requirements

- Matric with mathematics and accountancy, studying towards an accounting degree/diploma.
- Minimum of 1 years' fixed asset or similar functional experience.
- Assetzure and Xero fixed assets experience preferable.

Closing Date: 30 August 2024

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