

## Finance and Asset Management Officer

Based in Free State (Bloemfontein) Ref: 26/07/03

Cluster: Finance and SCM

Remuneration package: A competitive salary package with benefits

Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact

### ROLE OVERVIEW

Reporting to the **Manager: Finance and Corporate Services**, this role will provide an efficient, effective, well governed Fixed Asset Register service to SALGA through implementing policies, procedures, and systems to ensure the effective control and safeguarding of SALGA's assets.

### THE CANDIDATE PROFILE

- Results driven individual
- Strong analytical ability coupled with sound problem-solving skills
- Strong initiative and well-rounded implementer and driver of multi-disciplinary programmes that have an intended turnaround dimension
- Strong communication, Report Writing, Organisational and influencing skills
- Strong cross-cultural sensitivity relevant to local government
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job.

### QUALIFICATIONS AND EXPERIENCE

- Undergraduate Degree/Advanced National Diploma at NQF Level 7 in Finance / Asset Management / Purchasing Management
- Be an all-rounder, be versatile and able to perform certain Human Capital responsibilities
- A Valid drivers' license will be an added advantage as travel could be required
- Ability to maintain high-level of accuracy and confidentiality
- 5 years' relevant working experience
- Knowledge of local government sector, ability to interpret Financial Statements and generate reports
- Experience in Finance / Supply Chain Management
- Knowledge of Basic Bookkeeping and Computer and digital literacy

### KEY PORTFOLIO AND PERFORMANCE FOCUS AREAS

- **Fixed Asset Register:** Update and maintain Fixed Asset Master data in the Corporate Register database
- **Asset Control:** Conduct Fixed Asset Inventory counts; periodic physical inspection of fixed assets, reviewing the results, conducting necessarily follow up and accounting adjustments. Control and safeguard SALGA's assets including leased assets and fixed assets register. Be versatile
- **Governance and Compliance:** Implement financial policies and procedures. Ensure adherence to internal control mechanisms. Ensure good governance, effective financial management, control, reporting and sustainability within Assist with Compliance Functions
- **Query Resolution:** Implement customer care charter. Effective handling of queries and speedy resolution of all customer and supplier queries/ complaints. All queries to be handled as they emerge for client satisfaction.

**Suitably qualified and experienced candidates must apply on [www.cvspaces.co.za](http://www.cvspaces.co.za):**

**Closing Date: 15 July 2026**

**NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S Employment Equity Plan** 