



Job Description

TITLE: Fixed Asset Accountant

I REPORT TO: Finance Director

REPORTING TO ME: None

CATEGORY: Finance – Short term

Updated: September 2021

Job Summary

The Fixed Asset Accountant performs various functions in ensuring effective coding and maintenance of the organization's fixed assets, depreciation, and schedules; prepares financial statements and/or reports for management, and works with any internal or external personnel to ensure the protection of those assets and the accuracy of the record-keeping.

Main Duties and Responsibilities

- Record all fixed assets in the register
- Record fixed assets by creating and supervising a system of procedures, forms, and controls
- Recommend any updates to accounting policies affecting fixed assets to management
- Allocate tag numbers to fixed assets to effectively track them from time to time
- Record in the accounting system newly-acquired fixed assets and those disposed of
- Review and maintain all accounting records related to fixed assets
- Organize and maintain fixed asset documentation for references
- Perform reconciliation of fixed asset subsidiary ledger balance with the summary-level account in the general ledger
- Perform depreciation calculation for all fixed assets
- Perform revision and update on the detailed schedule of accumulated depreciation and fixed assets
- Find out fixed assets' obsolescence potential
- Carry out inventory counts of fixed assets physically
- Recommend fixed assets that should be disposed of to management
- Perform fixed asset related analyses as may be requested by management
- Track the Ministry's fixed asset spending in relation to its capital budget, as well as management authorizations
- Prepare monthly and quarterly fixed assets schedules
- Monitor fixed assets movements and disposals
- Conduct impairment reviews on all clusters of fixed assets
- Investigate the potential obsolescence of fixed assets

- Work closely with administration to ensure all fixed assets are covered by insurance

Education and Experience

- Advanced Diploma in Accounting, ZICA Licentiate, ACCA 2 or equivalent
- Grade 12 School Certificate
- Member of ZICA
- Minimum of 2 years fixed assets accounting experience
- Strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Adequate Knowledge and experience in SAGE evolution Pastel
- Strong knowledge and experience in movable assets valuation and reporting
- Strong proficiency in Excel
- Strong ability to apply several accounting and reporting systems
- Strong communication and analytical skills
- Strong ability to work individually or in a team setting

Knowledge and skills

- Ability to focus and specialize on specific tasks
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to multi-task, meet firm deadlines, proactively prioritize needs and effectively manage priorities
- Positive interpersonal ability, influence, and issue-free skills

Personal Attributes

- Ministry Minded
- Patient
- Self-Starter
- Self-Motivated
- Honest
- Attention to detail