



## Vacancies

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Applications are hereby invited from suitably qualified natural persons for a period not exceeding the SETA's license period. The current license period will expire the 31<sup>st</sup> March 2020. Cathsseta has the following positions available.

### **1. Officer: Assets Management Ref: CATHS09/2019 –HEAD OFFICE**

**Salary: R251 850 – R 362 288 cost to company per annum**

**Job Purpose:** To support management in meeting and exceeding the overall objectives of the assets management within the Cathsseta's Finance Department.

**Requirements:** A National Diploma in Accounting/Commerce or equivalent is a minimum requirement, At least 3 years` asset management experience, Experience in a SETA environment is advantageous.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; Policy interpretation and review. Application of GRAP standards to assets.

**Job Responsibilities:** Implement and achieve the strategic and annual performance plans for area of responsibility, Align business activities with strategic and operational plans, Assist the Financial Accountant with the following: Recording of acquired assets into the fixed asset register, Ensure that supporting documents are maintained, Reconcile asset register to the General ledger and Trial Balance on monthly basis, Ensure that every assets is tagged, and FAR updated accordingly, Ensure that movement of assets are accounted for and reconciled, Ensure that FAR complies with regulatory requirements , Perform periodic asset count or verification of assets with users, Ensure that every asset is recorded in the ledger and Asset register under the correct classification, Ensure that assets are used for the benefit of CATHSSETA, Perform depreciation calculation monthly and ensure that the ledger is updated accordingly, Ensure that asset are safeguarded all the times and adequately insured, Perform assets impairment test annually, Recommend to management of any assets to disposed or broken, Perform analysis of costs incurred on leased assets and ensure there are efficiently managed, Prepare, update and report on assets capital expenditure and budget plan if any, Manage leased assets schedules to ensure they are up to date and GRAP compliant, Issue inventory to different business units as per request, Perform inventory count and advise SCM on replenishment needed, Yearend stock count for audit purposes, Prepare and journal yearend inventory, Monthly fleet management reconciliation, Data and voice management on Vodacom spend manager. Implement and maintain the management of assets in line with PFMA, Financial Management Policy and Treasury regulations.

**2. Finance Clerks Ref: CATHS10/2019 –HEAD OFFICE (2 Months fixed term contract)**

**Salary: R6,067.60 per month cost to company per month**

**Job Purpose:** To undertake the daily document and records administration of Finance Department's records.

**Requirements:** Grade 12 is a minimum requirement, At least one year experience in a similar position or general administration. Experience in SETA environment is advantageous.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, Attention to detail, Building effective working relationships; Conflict handling, Ability to work with difficult individuals; work efficiently under pressure and consistently meet tight deadlines, High level of compliance to policies and procedures

**Job Responsibilities:** Filing of payment batches in a systematic order. Updating the database with all the payments. Attach proof of payments to all payments batches. Movement of disposed assets to a designated location. Movement of old records to archives.

**Applications must be accompanied by a signed application form and a detailed CV.**

Applications can be submitted electronically via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Friday, 15<sup>th</sup> March 2019. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*