



Job Description

Job Title:	Fixed Assets Management Accountant - Guardian	Job Level:	Executive
Department/Division:	Finance	Location:	Head Office
Report to:	Chief Accountant - Guardian	Work Type:	Office Time

Job Description:

❖ **Responsibility:**

- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets.
- Recommend to management any updates to accounting policies related to fixed assets.
- Assign tag numbers to fixed assets.
- Manage physical status of fixed assets and coordinate with other departments to ensure that all physical status of fixed assets are timely posted.
- Investigate the potential obsolescence of fixed assets. Recommend/Propose course of actions for fixed assets to be disposed/written off on a timely basis.
- Record fixed asset acquisitions, dispositions and movements in the accounting system.
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
- Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
- Calculate depreciation for all fixed assets.
- Review and update the detailed schedule of fixed assets and accumulated depreciation.
- Conduct periodic physical counts of fixed assets.
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
- Represent the company during any audits by a government that involves fixed assets.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.
- Check and validate inputs for tax and other statutory reports where applicable
- Complete related project tasks (if any).
- Other ad hoc tasks as requested.

❖ **Requirement:**

- Minimum 2-3 years of experience in accounting; experience in fixed assets section is a plus.
- Bachelor/College of degree; ACCA is a plus.
- Proactive and having high sense of responsibility, trustworthy;
- Attention to details, being careful
- Analytic and Problem solving skills;
- Good communication & interpersonal skills;
- Ability to speak and write in English;
- Good Excel skills.