



INTERNAL & EXTERNAL VACANCY
FINANCE SERVICES -FIXED ASSETS RECONCILIATION ADMINISTRATOR – (B2)
LOCATION: PIETERMARITZBURG-HEAD OFFICE
POST NO: 610167 & 610168

TOTAL REMUNERATION PACKAGE: R 299 371,84 p/a

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY:

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint suitable candidates for the positions of Fixed Assets Reconciliation Administrators.

PURPOSE OF THE JOB:

To support the effective safeguarding and management of Ezemvelo KZN Wildlife's assets within the decentralised asset management framework by maintaining accurate fixed asset records, coordinating with custodians across all cost centres, and ensuring proper recording of additions, transfers, and disposals. The role also provides verification and compliance support to ensure that asset management practices align with approved policies, PFMA, GRAP requirements, and organisational procedures.

QUALIFICATIONS:

- Grade 12/Matric Certificate
- Certificate in Financial Management/ Certificate in Civil Engineer/Certificate in Accounting is mandatory
- National Diploma in Accounting/ National Diploma in Civil Engineering/National Diploma in Financial Management is desired
- Valid driver's license Code B is mandatory

EXPERIENCE:

- 1 Year experience in a financial environment is mandatory
- 2 Years' experience in fixed asset administration is mandatory
- 1 Year SAP/any other enterprise resource planning system (ERP) is desired

KEY COMPETENCIES REQUIRED:

- Basic knowledge of financial and asset accounting principles.
- Sound understanding of GRAP Standards, Treasury Regulations, PFMA, and CIDMS (City Infrastructure Delivery Management System) Framework.

- Proficiency in asset management and financial management systems/software.
- Proficiency in Microsoft Excel, including formulas and functions for data integrity, validation, and analysis.
- Strong decision-making and problem-solving abilities.
- Effective planning, organizing, and time management skills.
- Excellent interpersonal and communication skills to support coordination with asset custodians and other stakeholders across decentralized units.
- Meticulous with ability to work under pressure and deadline driven.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for providing technical and administrative support in the management of Ezemvelo KZN Wildlife's fixed assets under a decentralised asset management model. Key duties include:

- **Asset Acquisition & Register Maintenance:** Maintain accurate fixed asset records by creating, updating, and reconciling asset data from source documentation. Ensure that new assets are correctly classified, capitalised, and barcoded in line with GRAP and organisational policies.
- **Asset Transfers & Disposals:** Verify, capture, and process approved asset transfers and disposals. Ensure all transactions are supported by correctly authorised documentation and reflected accurately in the asset register.
- **Reconciliations & Reporting:** Perform monthly reconciliations between the Fixed Asset Register and the General Ledger. Identify and resolve discrepancies, prepare journal entries, and assist with audit and management reports.
- **Verification & Compliance Support:** Support budget holders and custodians during bi-annual and year-end physical verification exercises. Assist in ensuring compliance with asset management procedures and PFMA, GRAP, Treasury Regulations, and CIDM requirements.
- **Work in Progress (WIP) Monitoring:** Maintain and reconcile WIP project files in collaboration with Technical Services. Assist in the capitalisation of completed projects into the asset register.
- **Training & Station Support:** Conduct periodic site visits to guide and train budget holders on asset management processes, including verification, transfers, and disposals, and provide field support to strengthen compliance.
- **Data Integrity & Analysis:** Use Microsoft Excel and other data tools to perform validation, maintain data integrity, and provide analytical reports that support management decision-making.
- **Administration & Coordination:** Liaise with various divisions to source missing information, respond to asset-related queries, and support the Asset Management Unit in implementing standardised processes across all stations.

DIRECTIONS TO APPLYING CANDIDATES:

The following **mandatory documents** must be submitted

- a) Fully completed Ezemvelo Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications without Ezemvelo Application Form and incomplete forms **will not** be considered
- c) Only shortlisted candidates will be required to submit certified application supporting documents, including Qualifications Certificates, Driver's License, and Identity Document (ID) etc.

Please note that applicants should only use one of the following methods when applying for a post:

- either submit Ezemvelo KZN Wildlife application form at (Head Office); Queen Elizabeth Park: 1 Peter Brown Drive; Montrose, Montrose, Pietermaritzburg, 3201,
- emailing Ezemvelo KZN Wildlife application form directly to Recruitment@kznwildlife.com

For any queries relating to this job application please contact Recruitment Office on **033 845 1981** during office hours

Closing Date: 27 November 2025

Applications received after the closing date will **not** be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful. Selection will be made in terms of the Organizations Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.