



# INTERNATIONAL UNIVERSITY OF GRAND-BASSAM

Excellence • Accountability • Opportunity

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENTNUMBER:** FIN#2016/08  
**POSITION:** Fixed Asset Officer (2 positions)  
**OPENING DATE:** November 17, 2016  
**CLOSING DATE:** November 25, 2016  
**WORK HOURS:** Full-time, 40hours/week  
**DURATION:** 3 months internship

The International University of Grand-Bassam is urgently seeking individuals to fill **Two Fixed Asset Officer** positions in the Finance Department.

### IUGB Profile

The International University of Grand-Bassam (IUGB) is a private, publicly assisted which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

### BASIC FUNCTIONS OF POSITION

Under the supervision of the Accountant I, the interns guarantee the accuracy of the account receivable entries and verify & confirm the fixed assets inventory entered into the software. (A summary of the positions description is available on our website: <http://www.iugb.org/>) and Facebook page: <https://www.facebook.com/InternationalUniversityofGrandBassam>

### QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Prior experience in assets Management

Ability to be a good team member and be able to work under pressure.

Ability to perform with deadline in an efficient and organized manner.

Be bilingual French-English. English mastery will be tested before interview.

Hold an Associate degree in Accounting

### SUBMITAPPLICATION TO:

<b>International University of Grand-Bassam</b> Human ResourcesOffice Attention: Human Resources Coordinator BP 564 Grand-Bassam <b>Fax:</b> (225) 21.30.34.83 Or Via email to: <a href="mailto:iugbhr@iugb.org">iugbhr@iugb.org</a>	<b>POINTOFCONTACT</b> <b>International University of Grand-Bassam</b> Human ResourcesOffice Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83
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**Important Notice:** Applicants **MUST** submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. **E.g.:** VA FIN#2016/08, Fixed Assets Officer

## **APPENDIX: Job description**

### **Job Purpose**

The Fixed asset Officer guarantees the accuracy of fixed asset database.

### **Duties**

- Record all accounting events affecting the Institution's assets and ensure their traceability
- Bookkeeping and monitoring of the University fixed asset
- Processing entry of new acquisitions (buildings, materials, vehicles, etc...) in the fixed asset software,
- Ensuring that every asset is tagged and traceable,
- Bookkeeping and monitoring the institution's fixed asset
- Preparing the accounting statements of assets of the company in compliance with the institution's accounting standards,
- Tracking fixed asset movement, (Getting In- Getting out and on campus)
- Monitor the University asset and make periodical report on inventories
- Update Fixed asset policies and ensure of the effectiveness of their implementation
- Preparing the Institution's annual inventory under the responsibility of the ACC1,
- Additional duties can be assigned by the Director of Finance.

### **Skills/Qualifications**

- Hold a Bachelor Degree in Accounting
- Prior experience in asset management
- Ability to anticipate, responsiveness and precision
- Ability to work in a team and under pressure
- Basic accounting skills and business office experience required
- Good communication skills in French and English
- Be computer and Microsoft office suite literate as well as possess knowledge of Sage and other accounting management system