

# WE ARE HIRING



Ref No: AIA-HR/ADM/IL/2023/003  
Date: 16<sup>th</sup> Feb 2021

Addu International Airport Pvt Ltd

## Manager, Fixed Asset & Inventory

### Requirement / Qualifications:

- Bachelor's degree in Accounting/Finance or related field and 2 years of relevant experience
- Diploma in related field and 5 years of relevant experience

### Key responsibilities:

- Create and monitor a system of controls, procedures, and policies for the maintenance of fixed assets in the ERP system in accordance with the IAS 16
- Assign tag numbers to fixed assets.
- Record fixed asset acquisitions and dispositions in the ERP system.
- Track the compilation of project costs into fixed asset accounts in the ERP system 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.
- Update the detailed schedule of fixed assets and accumulated depreciation.
- Assist in calculating asset retirement obligations for those fixed assets to which (Asset Retirement Obligations) AROs are applicable.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic impairment reviews for tangible and intangible assets based on instructions by Manager and Chief Accountant
- Conduct periodic physical inventory counts of fixed assets.
- Assist in preparing recommendation to management whether fixed assets should be disposed of.
- Conduct analyses related to fixed assets as requested by Chief Accountant
- Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.
- Track company expenditures for fixed assets in comparison to the capital budget and management authorizations and report to chief accountant
- Assist in Fixed Assets valuation process.
- Assist in devising ways to optimize inventory control procedures.
- Collaborate with department heads and procurement staff to ensure company's inventory goals are met.

- Check and monitor ROL and ROQ of the inventory
- Ensure that all the Goods Received Notes related to release POs are entered to the system.
- Ensure that all the departments comply with systems which are in place and manage inventory accordingly.
- Assist in analyzing the inventory management procedures and arrange periodic physical count.
- Collaborate with internal and external auditors on matters related to inventory.
- Assisting other team members to complete assigned work.
- Ensure procedures are followed and documentation is complete and in order.
- Identifying gaps in the workflow of business activities

### Preferred Skills:

- Excellent verbal and written communication skill
- Proficient in Microsoft Office Applications
- Customer Service oriented
- Able to manage time and prioritize.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.

### Benefits:

Salary and allowances will be paid as per company policy.

### To be attached with the Curriculum Vitae:

- Addu International Airport Pvt. Ltd.'s Job Application Form. (Can download the form from our website)
- Photocopy of the applicant's National Identity Card.
- Passport size photo of the applicant.
- Attested educational certificate photocopies.
- Reference letter
- Police report (not less than 3 months from the date of issuance)

***Deadline: 27<sup>th</sup> February 2023***

Addu International Airport Pvt Ltd

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