



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sports, Arts and Culture

VACANCY

Position: Temp Accountant

Reporting to: Finance Manager

Job Ref: RECR/TACC/001

Duration: 6 Months Contract

To provide accurate financial services support in line with National Treasury regulations, PFMA Act, PPPFA regulations and to assist the Finance Manager by executing Accountant responsibilities relating to financial reporting, processing transactions on financial systems in accordance with applicable regulation and generally recognized accounting practices (GRAP).

Qualifications & Experience:

- Degree/Diploma in Accounting /Auditing, Finance Management or equivalent qualification
- A post graduate qualification will be an added advantage.
- Completed Articles and two years post Articles experience will be an added advantage
- Public sector experience required
- Accounting systems experience required, knowledge of Pastel would be an added advantage
- 3-5 year's relevant experience in a similar role required

Key Responsibilities:

- Assist with processing and reconciling of accounts payable
- Assist with processing and reconciling of accounts receivable
- Assist with cash flow management function and processing
- Assist with the full functions of Asset Management
- Assist with Preparation of information and execution of monthly payments and reconciliation
- Assist with Preparation of management accounts, financial statements and other financial related reports

- Provide inputs for reporting to the governance structures
- Assist in the formulation and management of annual budgets, monitoring and budget reporting
- Assist with all financial related administration
- Play a key role in the preparation of Annual Financial Statements
- Assist in resolving audit queries
- Assist in resolving finance related queries
- Assist in the risk management of the department
- Provide general support and assistance to the Finance Manager

Requirements:

- Financial Accounting skills
- Compliance and governance skills
- Audit and risk management skills
- Control and monitoring skills
- Problem solving skills

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **21 August 2022** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).