



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

VACANCY

- Position:** **Production Accountant - PESP**
- Reporting to:** **Dual Reporting (PESP Project Manager & CFO)**
- Job Ref:** **RECR/PACC/001**
- Duration:** **12 Months Contract**

To provide accurate financial services support for the Presidential Economic Stimulus Programme (PESP) in line with National Treasury regulations, PFMA Act, and PPPFA regulations.

Qualifications & Experience:

- Degree in Accounting / Financial 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
- Film production experience non-negotiable in the role of a Line Producer and/or Production Accountant
- Public sector experience highly advantageous
- Accounting systems experience required
- Solid understanding of Pastel would be an added advantage
- 4-6 year's relevant experience in a similar role required

Key Responsibilities:

- Actively manage the process of breaking down the PESP budget for various streams and administration
- Monitor the usage of PESP funds for all awarded projects in various streams
- Analyse all PESP submitted invoices against tranches as agreed in the SLA
- Keep abreast of the PESP budget and provide accurate budget reports on a weekly basis

- Prepare all management accounting reports for the PESP funds (Budget against variance) and submit same to the Finance Manager to consolidate into the monthly & quarterly reports
- Submit monthly PESP funding reports as per the Department of Sport, Arts & Culture & National Treasury timelines and templates
- Work closely with the finance team in processing invoices for PESP beneficiaries
- Provide financial reports and work closely with the PESP monitoring team in ensuring that all PESP funds spent per stream coincide with the agreed number of beneficiaries etc. as articulated in all beneficiary SLA's
- Assist with all PESP financial related administration
- Manage all PESP financial audit related queries
- Assist in the financial risk management of PESP
- Provide general support and assistance to the PESP Project 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 **20 November 2022** quoting a relevant reference number.

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