



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

## **VACANCY**

**Position: Finance Manager**

**Reporting to: Chief Financial Officer (CFO)**

**Job Ref: RECR/FM/001**

### **Job Purpose:**

Provide support and input to the CFO on the management of the organisation's finances, including input into the department's financial strategy and the organisation's funding strategy, preparation and submission of financial reports and ensuring financial risk is managed, and best practice is applied in terms of governance and compliance.

### **Qualification & Experience:**

- B Com Hons in Accounting, Finance, Auditing or related field;
- 5-8 years' experience of which at least 5 as a Finance Manager;
- Experience in financial management;
- Experience with Sage Evolution;
- Experience in Supply Chain Management and application of PPPFA;
- Experience and expertise in public sector accounting (GRAP);
- Experience in management & development of people;
- Experience in the application of the PFMA;
- Experience in presenting to both internal and external stakeholders;
- Experience in auditing and/or co-ordination of audits (as client); and
- Experience in dealing with National Treasury, Office of the Auditor General, relevant Government department/s.

2<sup>nd</sup> Floor, 87 Central Street, Houghton, 2198, South Africa  
Private Bag X04, Northlands, 2116, South Africa  
Tel: +27 11 483 0880 Fax: +27 11 483 0881 Email: [info@nfvf.co.za](mailto:info@nfvf.co.za) Website: [www.nfvf.co.za](http://www.nfvf.co.za)

#### Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Majjang Mpherwane; Adv Senzo Ncube; Mr Louis Seeco; Ms Lala Tuku  
Chief Executive Officer: Ms Makhosazana Khanyile

## **Key Responsibilities:**

### Financial Strategy Input:

- Submit input into the financial strategy of finance division to support organizational annual performance plans and strategies;
- Analyse organisation's strategic plans;
- Provide input into financial strategy to support organisation's strategy; and
- Monitor financial strategy to track progress against targets and identify problems should they arise.

### Fund-Raising Strategy:

- Develop and implement the fund-raising strategy for the organisation for review by CFO;
- Identify sources of additional funding above grant received from the Department of Sport, Arts & Culture;
- Benchmark with other entities of similar size & develop an implementation plan to execute and roll out the strategy;
- Ensure execution thereof with detailed milestones and targets;
- Engage with stakeholders (e.g. in the film and video industry, Department of Sport, Arts & Culture) regarding the management of the fund; and
- Ensure reporting requirements are met – monthly, quarterly and annually.

### Financial Systems & Processes:

- Develop, implement and maintain financial systems through the development of financial policies, procedures & systems;
- Review and monitor financial policies, procedures & systems ensuring compliance;
- Produce monthly, quarterly and annual financial reports, budgets, financial statements;
- Co-ordinate monthly and quarterly meetings with Heads of Departments regarding performance against budgets and projections;
- Review monthly payroll reports and third-party payments;
- Submits compliant annual financial statements to National Treasury, Auditor-General, DSAC and other stakeholders;
- Manage the safeguarding of company assets, ensuring that asset verification takes place regularly;
- Ensure compliance with all relevant and key legislation, regulations and accounting practices;
- Ensure budgeting is aligned to Treasury MTEF processes; and
- Ensure compliance with PFMA, National Treasury regulations and GRAP.

### Financial Risk Management:

- Oversee and co-ordinate risk management in terms of finance;
- Maintain an operational risk register for the finance business unit with treatment plans;
- Submit a quarterly review of the risk register, treatment plans and audit action plan for review by the CFO;
- Engage with internal and external auditors on all issues related to audit findings;
- Co-ordinate audits as the key contact/liaison with auditors; and
- Maintain and update an audit improvement plan for the organisation.

### Staff Management:

- Ensure performance contracts and reviews for subordinate staff take place in terms of policy;
- Provide input into performance appraisal reports; and
- Identify training and development needs and opportunities for subordinate staff.

### **Skills & Behavioural Attributes:**

- Financial Management;
- Risk Management;
- Project Management;
- Confidentiality;
- People management skills;
- Planning and organizational skills;
- Attention to detail; and
- Practical knowledge of the Public Sector.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to [vacancies@nfvf.co.za](mailto:vacancies@nfvf.co.za) or fax on 0865197585 by no later than **12 February 2023**.

**Note:** Correspondence will be made only with the shortlisted candidates and no late applications will be considered.

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