



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

EXTERNAL VACANCY

Position: Temp Accountant

Reporting to: Finance Manager

Job Ref: RECR/TACC/001

Duration: 12 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 in Accounting /Auditing, Finance Management or equivalent qualification;
- 4-6 year's finance-related experience in a similar role, of which at least 3 years should be at a Finance Supervisory Level
- A post graduate qualification would be an added advantage;
- Completed Articles and 4 years post-articles experience will be an added advantage;
- Public sector experience non-negotiable;
- Experience in GRAP required;
- Experience and understanding in the application on PFMA;
- Accounting system experience not limited to Sage and Caseware required.

Key Responsibilities:

- Work closely with the Finance Manager and provide relevant input into the draft Finance Strategy document;
- Monitor and ensure that all finance related targets are attended to timeously as detailed in the entity's APP and the Finance Operational Plans;
- Process and reconcile accounts payable
- Process and reconcile accounts receivable

- Process cash flow management function
- Manage the full functions of Asset Management
- Prepare information and execute monthly payments and reconciliation
- Prepare management accounts (monthly/quarterly), annual 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:

- Manage the full functions of Asset Management
- Asset management 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 **24 March 2023** quoting a relevant reference number.

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