



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

VACANCY

Position: Temp: Finance Officer

Reporting to: Finance Manager

Job Ref: RECR/TFO/001

Duration: 12 months

To oversee the financial accounting information and activities to ensure effective financial performance at the NFVF. The Finance Officer is responsible for ensuring the timely and accurate preparation of monthly, quarterly, and annual financial reports, in accordance with Generally Recognised Accounting Practices (GRAP), the Public Financial Management Act (PFMA) regulations, and established institutional policies and standard operating procedures (SOPs).

Qualifications & Experience:

- National Diploma in Accounting, Finance Management, or any related field from a recognised institution.
- Knowledge of tax policies, audit, risk management and procedures are crucial for this role.
- Must have 2-3 years' experience in compiling journals and Accounting articles.
- Must have knowledge of Sage 200 Evolution System.
- Public Sector and SCM experience are an added advantage.

Key Responsibilities:

- Verify, record, prepare and load all the payments in the Accounting System.
- Track and account for all the payments and transactions of NFVF in accordance with all the relevant regulations.
- Prepare and generate all the relevant general ledgers.
- Download bank statements and allocate payments to the NFVF's accounting records.

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 Website: 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 Majang Mpherwane; Adv Senzo Ncube; Mr Louis Seeco; Ms Lala Tuku;
Acting Chief Executive Officer: Ms Thobela Mayinje

- Manage the cashflow and facilitate the availability of petty cash.
- Prepare and reconcile the petty cash registry against all the issued cash.
- Reconcile records/invoices with the supplier statements for accuracy.
- Prepare, reconcile, and issue remittance advice to suppliers.
- Prepare reconcile, and issue remittances paid to the Council.
- Facilitate and reconcile the funding payments made to grant holders/film makers.
- Reconcile all the financial transactions of the NFVF in line with the PFMA and Treasury regulations and, GRAP reporting standards.
- Assist the Finance Manager to prepare for required audit documentations.
- Prepare and process all the relevant journal entries in the accounting systems and in line with the required regulations and approved format.
- Assist the Finance Manager in processing, reviewing, and reconciling financial accounts and statements. Support the Finance Manager in the preparation of financial reports when required.
- Liaise with both internal and external stakeholders on matters regarding payments as and when required.
- Provide suppliers and grant beneficiaries with proof of payment.
- Prepare, settle, and present the funding report to the relevant department.
- Respond to departmental enquiries concerning all the relevant payments.
- Assist the Finance Manager and SCM to classify, record and inspect all the assets of the NFVF in the fixed asset register.
- Assist the Finance Manager to monitor and ensure all the assets are in good working condition and in line with the relevant institutional and Treasury regulations.
- Provision of audit information as per the APP deliverables for the benefit of Internal and External Audit Assessments.
- Provision of all Financial audit related information by ensuring accurate and timeous submission to auditors.

Requirements:

- Analytical and Critical thinker
- Planning and Organisational Skills
- Accounting and Financial Awareness
- Auditing
- Communication
- Compliance Management
- Interpersonal Skills

- Problem Solving
- Risk Management
- Team Collaboration
- Decisive
- Negotiation Skills
- Interpersonal Skills
- Report Writing
- Time Management
- Collaboration
- Decisive
- Film and Video Industry Knowledge
- MS Office Suite
- Stakeholder Management

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 **12 November 2023** quoting a relevant reference number.

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

