



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

## **VACANCY**

**Position:** Temp: Finance Coordinator

**Reporting to:** Temp: Finance Manager

**Job Ref:** RECR/TFC/001

**Duration:** 08 months

### **Job Purpose:**

To provide financial services support to ensure the smooth running of the National Film and Video Foundation's Finance Department.

### **Qualification & Experience:**

- Relevant Finance or Accounting Degree/National Diploma or equivalent
- 1-2 years relevant working experience
- Knowledge of working with SAGE Evolution will be advantageous

### **Key Responsibilities:**

#### Bookkeeping:

- A record of petty cash is maintained
- Ensure petty cash statements are reconciled
- Check supporting documents/vouchers are authentic.
- Banking
- Load requisitions for payments that are approved
- Process systematic filing monthly
- Capture and close off general ledger inputs
- Balance book to trial balances
- Ensure implementation of an economical accounts payable (grants, monthly operational payments, S & T and forex payments) process by reduction of the payment turnaround times(s) are effective and maintained
- Prepare cashbook reconciliation timeously
- Prepare general ledger reconciliations timeously

Office Administration:

- Maintain stationery levels
- Record and reconcile stationery
- Maintain asset register and office equipment
- Maintain building administration and security

Administrative Duties:

- Ensure administrative support is provided to the finance department

**Skills & Behavioural Attributes:**

- Bookkeeping
- Office management
- Computer Literacy
- Administration
- Planning and organizing
- Attention To Detail
- Multi-tasking
- Team-player
- Microsoft Office Suite
- Financial Awareness
- Project Management
- 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) by no later than **04 July 2025 at 16h00**.

**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).