



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

**CFO PA/ADMINISTRATION SUPPORT
REFERENCE NUMBER: CFO/PA 30/09/2024
PRETORIA**

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protect and promotion of heritage for sustainable development.

PRIMARY PURPOSE OF THE JOB

Personal Assistant is responsible for the efficient management of the office of the CFO and render administration support thereto.

KEY PERFORMANCE AREAS

1. Performing of efficient Personal and Office Administrative support function to the CFO
2. Performing of effective Office Administrative support function to the Finance functional Unit
3. Participate in continuous improvement of self and role outputs/service

REQUIREMENTS:

- Computer literacy: Access, Excel, MS Word, Power Point and Outlook
- Understanding of policies and legislative within and other areas impacting on the NHC
- Information System Management
- Project Management
- Communication and Facilitation Skills
- Community Development
- Attention to detail focus
- Report Writing
- Database Management
- Meeting Management

QUALIFICATIONS / EXPERIENCE

Minimum education required

- Bachelor' Degree in Administration/Management or relevant NQF level 7 qualification

Required experience

- 3 Years' experience in an office administration role
- 2 years' experience in the management and coordination of projects and finance

The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.

Interested persons who meet the above criteria should forward their applications and detailed Curriculum Vitae to Human Resources Unit: National Heritage Council, P.O. Box 74097, Lynnwood Ridge 0040 or e-mail at r.pa@nhc.org.za

Closing date: 11/10/2024

Applications not responded to within **30 days** of closing date must be considered unsuccessful.

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

The NHC is an equal opportunity employer. As such, it is committed to the Employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.

**nhc**National Heritage Council
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Department of Sport, Arts and Culture**FINANCE MANAGER**
REFERENCE NUMBER: FIN 30/09/2024
PRETORIA

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protect and promotion of heritage for sustainable development.

PRIMARY PURPOSE OF THE JOB

To provide assistance to the Chief Financial Officer and is responsible for the development, reviewing and implementation of financial systems.

KEY PERFORMANCE AREAS

1. Prepare and review NHC's budget
 2. Financial reporting
 3. Achievement of unit's operational plans
 4. Maintain NHC's culture within the section
 5. Efficient control of the section's resources
 6. Continuous improvement
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REQUIREMENTS:

- Extensive Knowledge of PFMA, MFMA, Treasury Regulations, GAAP and other relevant legislation, regulations and prescripts
- Expert Financial and Management accounting knowledge and skills
- Understanding of Corporate Governance
- Understanding of the strategic delivery requirements of NHC
- Information System Management
- Understand the public sector
- Communication Skills
- Attention to detail focus
- Computer skills
- Knowledge of financial accounting principles, practices and legislative compliance
- Budgeting
- Mitigating risk

MINIMUM QUALIFICATIONS / EXPERIENCE

Minimum education required

- Honors Degree in Financial Management/Accounting or relevant NQF level 8 qualification
- CA (SA) qualification will be an advantage

Required experience

- 5 Years' experience within a finance advisory role and management accounting
- 3 years' working knowledge of financial accounting principles, practices and legislative compliance
- 3 years' exposure to variety of financial knowledge of accounting systems and packages e.g Pastel or Caseware
- Experience in analyzing and interpreting financial data and complex financial reporting

The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.

Interested persons who meet the above criteria should forward their applications and detailed Curriculum Vitae to Human Resources Unit: National Heritage Council, P.O. Box 74097, Lynnwood Ridge 0040 or e-mail at r.fin@nhc.org.za

Closing date: 11/10/2024

Applications not responded to within **30 days** of closing date must be considered unsuccessful.

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

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