



www.nhc.org.za
Tel: 012 748 3910
2nd Floor Building 3, Summit Place Business Park
221 Garsfontein Road, Menlyn Pretoria

FINANCE MANAGER: BUDGETING & REPORTING

Ref no: **FMBR/05/2026**

PRETORIA

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

Finance Manager: Budgeting & Reporting – Finance

About the job:

To lead the budgeting, financial planning, management reporting, and variance analysis functions of the NHC. Ensures accurate, timely, and compliant financial information in line with PFMA, GRAP, National Treasury Regulations, and internal policies to support effective decision-making and financial sustainability.

This is a **Permanent** position, based at **Menlyn, Pretoria**.

• Key responsibilities:

- **Budgeting & Financial Planning:** coordinate the annual budgeting process; consolidate budget submissions from all divisions; prepare MTEF, ENE, and in-year budget adjustment reports; ensure alignment between budgets, APP, and Strategic Plan; maintain budget control and enforce financial discipline.
- **Management Reporting:** prepare monthly, quarterly, and annual financial reports; produce EXCO & Council financial dashboards; perform variance analysis across programmes and cost centres; provide early warning signals on cost pressures and budget deviations.
- **Financial Analysis & Decision Support:** conduct trend analysis, cost modelling, and financial forecasting; support CFO with financial insights for planning and

decision-making; provide analytical support to programmes for budgeting and reporting.

- **Compliance & Governance:** ensure compliance with PFMA, Treasury Regulations, GRAP, and NHC Financial Policies; support the CFO in responding to AG audit queries; maintain financial reporting controls and audit trails.
- **People Management:** manage performance of Accountants and Financial Officer; coach and mentor the budgeting and reporting team; support skills development and succession planning.

- **Other Responsibilities:**

- Ensure adherence to the Promotion of Access to Information Act and other relevant legislation and guidelines.
- Adhere to quality standards in all areas of the job.
- Present a positive image of the Council in all aspects of the job and maintain high levels of integrity.

- **Continuous improvement:**

- Participate in continuous improvement of self and role outputs/services.
- Continuously learn and keep up to date with new developments and changes within own role, the department, organisation and industry.
- Actively share the workload and responsibilities of the team when required, working collaboratively and supporting team members.
- Maintain ownership for own work, performance management and development.
- Maintain optimum quality of work outputs.
- Maintain open and honest communication.
- Efficiently utilise the NHC resources.
- Adherence to NHC policies and procedures.

- **Qualifications, skills and experience:**

- Bachelor's degree in accounting / finance / Cost & Management Accounting or equivalent (NQF Level 7)
- 5+ years' experience in PFMA or MFMA regulated accounting environment
- 3+ years supervisory or middle-management experience.
- Strong exposure to GRAP, budgeting, MTEF processes and financial reporting



- Advanced Excel skills
- Financial Modelling skills
- Forecasting & Variance Analysis skills
- Reporting Systems (ERP, BI Tools) skills
- Leadership, Communication and Analytical Thinking skills
- Attention to Detail
- Problem Solving skills

Closing date: 15 June 2026

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

Applicants are required to clearly indicate the relevant reference number, as stated at the top of this advertisement, on their application. Failure to quote the correct reference number may result in the application not being considered.

Please email your cv to r.finmanagerbudgprep@nhc.org.za

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.

People with disabilities are encouraged to apply.

