



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

FINANCE MANAGER: EXPENDITURE, PAYROLL, ASSETS & REVENUE

Ref no: **FMMR/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: Expenditure, Payroll, Assets & Revenue – Finance


About the job:

To manage and oversee the financial operations related to expenditure, payroll, asset management, and revenue accounting. Ensures compliance with PFMA, GRAP, Treasury Regulations, and internal controls to support audit readiness, financial integrity, and operational efficiency.

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

• Key responsibilities:

- **Expenditure & Accounts Payable Management:** Verify, approve, and oversee supplier payments; ensure compliance with 30-day payment requirement; maintain accurate expenditure reconciliations; implement expenditure controls and audit trails.
- **Payroll Administration Oversight:** Oversee payroll processing and statutory deductions; ensure payroll accuracy, confidentiality, and compliance with tax laws; manage payroll reconciliations and reporting.
- **Asset Management & Register Maintenance:** maintain and update the Asset Register in line with GRAP 17; coordinate asset verification exercises; ensure proper safeguarding, tagging, disposal, and reporting of assets.

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- **Revenue & Accounts Receivable Management:** monitor and record revenue, grants, and donor funding; ensure timely invoicing and revenue recognition; perform revenue reconciliations and AG audit support.
 - **Compliance, Reporting & Internal Controls:** ensure compliance with PFMA, Treasury Regulations, and GRAP; prepare audit schedules for AGSA; strengthen financial controls and risk mitigation measures.
 - **People Management:** supervise accountants and financial officer; conduct performance management and skills development; provide coaching and operational guidance.
 - **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 financial management or financial operations experience
 - 3+ years' experience in expenditure management, payroll, asset accounting, and revenue
 - 3+ years supervisory or middle-management experience.
 - 2+ years' experience in PFMA or FMPPLA or MFMA regulated environments
 - 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 at r.finmanagerexppayassrev@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.