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**CHIEF FINANCIAL OFFICER**  
**Ref no: CFO/22/11/2022**

**The National Heritage Council (NHC): The purpose of the NHC is to develop, promote and protect the national heritage for present and future generations.**

Chief Financial Officer: Finance Unit

**About the job:**

The NHC has a vacancy for a **Chief Financial Officer** position, who will participate in the development and implementation of the organisation's strategy as well as resourcing of the strategic objectives in a sustainable manner. The Chief Financial Officer will oversee the strategic implementation of effective financial controls, actively participate in risk management, and report to the CEO on the NHC's financial performance, asset management, resource allocation, and compliance with all applicable financial regulations. Therefore, the Chief Financial Officer will perform all the statutory responsibilities as outlined in the Public Finance Management Act (PFMA).

The position is a **Five-Year Fixed Term Contract**, based at **Hatfield, Pretoria**.

**Key responsibilities:**

- Implement an effective financial management system inclusive of: financial management policies and procedures, Supply Chain Management System, internal control mechanisms and anti-corruption measures
- Provide financial management reports to all stakeholders
- Compliance to the financial management legislative framework (Constitution, PFMA, Treasury Regulations, DoRA)
- Develop, implement and maintain a long term financial sustainability model for the NHC aligned to PFMA and Skills Development Act (SDA)

- Develop a NHC financial strategy and oversee implementation
- Planning, organising and controlling of all activities of the Corporate Services Unit, Supply chain management, Accounting and budgeting
- Ensure compliance with all statutory legislation
- Coordinate and prepare all aspects of the annual operating budget, capital budget, and five-year forecast as well as preparation of Annual Financial Statements in accordance with Generally Recognised Accounting Principles (GRAP)
- Ensure that the organisation is managed on sound financial and business principles
- Ability to manage resources and prevent unauthorized, irregular and fruitless (wasteful) expenditure
- To develop and implement Risk management duties
- Manage the Corporate Services Unit
- Attending Council and committee meetings.

**Qualifications, skills and experience:**

- Honours degree in Commerce, Accounting, Finance or Business studies, NQF Level 8
- CA (SA)
- Minimum of 8-10 years' relevant experience in the field of Finance
- Minimum of 4-6 years of knowledge of governance issues within the public sector
- 5 years' experience in similar management role
- Selected candidates will be subjected to competency tests

**The following skills are essential:**

- Strategic management;
- Business planning and design;
- Performance measurement;
- Financial accounting (including principles of GAAP /GRAP);
- Management accounting;
- Internal control;
- Internal and external audit;
- Information systems;
- Economy;
- Negotiation skills;
- Analytical skills;

- Budgeting and risk mitigating skills;
- Good communication skills both written and verbal;
- Proof of valid driver's licence.

**Closing date: 22 November 2022**

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

Please email your cv at [r.cfo@nhc.org.za](mailto:r.cfo@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.