



**nhc**

National Heritage Council  
SOUTH AFRICA

an agency of the  
Department of Sport, Arts and Culture

## JOB ADVERTISEMENT

**ACCOUNTING CLERK  
REFERENCE NUMBER: AC/CS/01/2022  
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.

The National Heritage Council has a vacancy for Accounting Clerk to provide assistance to the Finance Manager and responsible for the management and costing and depreciation of fixed and current assets, revenue and cash management;

### KEY PERFORMANCE AREAS

- Information Management
- Data Verification
- Accounts Management
- Clearing of ledger suspense accounts;
- Provide financial support to the Finance Division
- Petty Cash management
- Reconciliation of petty cash, debtors and creditors
- Daily processing of cashbooks, petty cash, Corporate Cards and all Accounts up to Trial Balance

### JOB REQUIREMENTS

- 3-year Degree or National Diploma (NQF 6) in Accounting coupled with 1-2 years' appropriate experience.
- Knowledge of the Public Finance Management Act, Treasury regulations and financial Systems;
- Computer and good communication skills;
- Knowledge of Basic Accounting System;
- The ability to interpret and apply financial policy and procedures;
- The ability to work as a team member

- Computer literate
- Good telephone Etiquette
- Verbal and written communication skills

## **SKILLS REQUIRED**

- Good analytical skills;
- Compare and interpret facts and figures;
- Good communication and Interpersonal skills;
- Ability to work under pressure and meet deadlines;
- Ability to organise and plan daily tasks.
- Ability to execute work accurately and thoroughly;
- Must be able to work independently or in a team and under supervision
- Information systems management such as MS word, Power Point, Pastel, Excel, CaseWare
- Time management

**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 [hr@nhc.org.za](mailto:hr@nhc.org.za)

**Closing date: 19 April 2022**

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.