



an agency of the
Department of Sport, Arts and Culture

266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
051 - 4479609 051 - 4476273
www.nasmus.co.za

Incorporating the satellites: Oliewenhuis Art Museum Freshford House Museum First Raadsaal Wagon Museum Florisbad Research Station	Insluitend die sateliete: Oliewenhuis-kunsmuseum Freshford-huismuseum Eerste Raadsaal Waenhuismuseum Florisbad-navorsingstasie
---	---

FIXED TERM VACANCY

Job Title: Accountant
Level: DPSA Level : State Accountant
Contract Term: 5 years fixed term contract
Location: National Museum, Bloemfontein

The National Museum, Bloemfontein is seeking a well experienced Accountant on a **5** year fixed term contract.

Requirements:

- Minimum: Three-year Degree (NQF 7) Majoring in Financial Accounting or Finance.
- Appropriate experience in Financial Accounting. AGA(SA) would be an added advantage
- Advanced financial statement preparation using CASEWARE and Advanced Pastel knowledge would be an added advantage.
- Experience in Public Sector finance specifically in a GRAP and PFMA environment is essential
- Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Knowledge and experience in audit procedures by the Auditor General. Ability to implement systems and exercise control, to ensure sound financial management.
- Knowledge of GAAP and GRAP, Accrual Basis and Cash base Accounting. Understanding of SCOA Segments.
- Computer literacy. Ability to follow proactive and creative approach. Be able to work under pressure.

Key Performance Areas:

- Compliance Reporting-** Prepare Monthly, Quarterly and Annual Financial Statements in accordance with Generally Recognised Accounting Practice ("GRAP") requirements Financial Statements must be prepared using CASEWARE). Compiling and submitting of reports the DAC and National Treasury in compliance with PFMA deadlines or as required by the stakeholders. Oversee the capital expenditure grants provided by the Department of Sports Arts and Culture and report quarterly.
- Financial processing** - Ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Processing of Journals. Review and Maintain the General Ledger ensures accuracy, completeness and compliance with GRAP. Manage financial procedures and internal control. Manage the processing and recording of day to day amounts of money received and spent in the department. Reconcile the ledger, including suspense accounts on monthly basis. Maintain accounts payable and receivables. Give advice on arrange of financial aspects of the department, such as financial procedures, tax and cash flow. Prepare monthly Project and Department budgets expenditure reports for Management
- Audit Support-** Prepare the year- end audit file including compiling working papers and supporting documents for the office Auditor General of South Africa ("AGSA")
- Asset Registers** – Maintain the asset register and provide quarterly to CFO and CEO for sign off.

- The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.**
- The National Museum reserves the right not to fill an advertised position.**
- If you meet ALL the stated requirements, kindly e-mail your application to applications@nasmus.co.za, including a covering letter, the application form (obtainable on www.nasmus.co.za), and copy of your identification document, copies of qualifications and a comprehensive CV (including three referees with their contact details).**



an agency of the
Department of Sport, Arts and Culture

✉ 266, Bloemfontein, 9300
36 Aliwal Street / Aliwalstraat 36
South Africa / Suid-Afrika
☎ 051 - 4479609 📠 051 - 4476273
www.nasmus.co.za

Incorporating the satellites:	Insluitend die sateliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

- ❑ Applications not meeting the criteria will be disqualified.
- ❑ Should you not hear from us within 2 weeks after the closing date, consider your application unsuccessful.
- ❑ Communication will be limited to the short-listed candidates only.
- ❑ Short-listed candidates will be subjected to a comprehensive selection process.
- ❑ The closing date in respect of these positions will be the **05 September 2022**.
- ❑ Telephonic Enquiries: **051 -447 - 9609**

We thank all applicants for their interest.