



an agency of the
Department of Sport, Arts and Culture

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www.nasmus.co.za

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

VACANCY

Museum Accountant: Non- Financial Reporting
DPSA Level: State Accountant
Location: Bloemfontein

Purpose of the Position

The Performance Reporting Accountant is responsible for preparing, maintaining and reporting on the Museum's Non- Financial Performance Information in accordance with all applicable legislation. Governance, Compliance and Risk Management Functions associated with Non- Financial Reporting.

Key Performance Areas

1. Preparing and Maintaining Non- Financial Performance Information
2. Coordination of Reporting and Audit of Non- Financial Information
3. Governance, Compliance and Risk Management Support
4. Administration and General

Minimum Qualifications and Experience

1. NQF Level 7 qualification in Accounting, Finance, Auditing or Law
2. Certification: Advanced excel and PowerPoint certification
3. Code B motor vehicle driver's license
4. Skills: High level computer literacy; Report Writing and Preparation of Presentations
5. Experience: Minimum of 36 months of experience in performance reporting either financial /or non-financial/or auditing / or Finance.
6. Some Risk Management experience
7. Ability to work under pressure; Good interpersonal relations skills; Good written and verbal skills.

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
 - a comprehensive CV with three contactable work referees
 - the employment application form (obtainable on www.nasmus.co.za)
 - copy of South African identification document and driver's license
 - copy of qualifications
- Applications not meeting the criteria will be disqualified.
- Should you not hear from us within 8 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.

Telephonic enquiries: 051 447 9609, email enquiries: applications@nasmus.co.za.

Closing date: 4 December 2024