

# VACANCY

The National Museum, Bloemfontein invites applications for the following position:

## **CHIEF FINANCIAL OFFICER (CFO)** **(5-year fixed-term contract)**

### *Requirements*

- B COM Acc (Honours). Preferably CA (SA)
- Proven auditing background, completed articles and at least 8 years work experience as an accountant, of which 5 years must be at senior management level.
- Working knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management Regulations, basic Labour law requirements and other relevant legislation related to Public Entities.
- Working knowledge of risk assessments and the management of risk.
- At least 5 years proven people and project management experience.
- Experience in the heritage sector will be an advantage.
- Good interpersonal and communication skills.
- Good organisational skills and a team player.
- Professionalism and ability to work under pressure and be able to prioritise tasks without compromising standards.
- Ability to work extended hours at times to meet statutory deadlines.
- An energetic, resourceful and flexible approach to the requirements of the post.
- Computer literacy (including Office, Pastel, VIP & Case Ware)
- A valid driver's licence.
- Details of three contactable references to be included with the application.

### *Key Performance Areas*

- **Effective Management of Finances (including development and maintenance of effective and efficient financial systems):**

Ensure that finances are managed to best enable the achievement of the Museum's strategic objectives relating to research, collections, education and public programmes.

Management, control, monitoring and reporting of (including, but not limited to):

- Museum budget in compliance with relevant legislation
- Museum expenditure in compliance with relevant legislation
- All external funding (e.g. National Research Foundation (NRF), Palaeontological Scientific Trust (PAST), DST-NRF Centre of Excellence in Palaeosciences, etc.)
- Cash flow and investments
- Accounts receivable, accounts payable and accruals
- Fixed assets
- Post retirement liabilities
- Payroll and employee benefits

- **Effective Supply Chain Management**

- **Demand Management:** Conduct needs assessment by collecting and analysing relevant data and categorising commodities; Conduct a market and industry analysis;

Compile a procurement plan and submit to CFO; Ensure procurement plans are in line with the budget and Annual Performance Plan (APP); Manage and execute procurement plans for the various Museum departments; Strategic sourcing of suppliers.

- **Acquisition Management:** Ensure that the procurement of goods, works and services within the Museum are in accordance with procurement policies, procedures i.e. Constitution Section 217, PFMA, PPPFA, Treasury Regulations, BBBEEA and Supply Chain Management Guidelines to Accounting Officers. Oversee, coordinate and advise regarding the process of drafting the specifications/terms of reference and special conditions of the PPPFA and relevant supply chain regulations; Source quotations from prospective service providers; Scrutinising of suppliers and ensuring validity of quotations; Abide by required acquisitions processes and procedures as per relevant threshold; Set up bid committees and execute the bid and quotation processes for the acquisition of goods and services.
- **Contract Management:** Implement effective management of tender and contracts registers and evaluate the performance of service providers.
- **Reporting:** Capture and prepare registers, and attach supporting documentation and Submit registers to CFO for reviews.
- **Quotation Management:** Source quotations from the database upon request from the custodian; Inform relevant Museum departments and send quotations for confirmation of budget; Check the process for compliance and Prepare terms of reference if so required for quotations.
- **Committee Meeting Coordination:** Arrange, coordinate and facilitate committee meetings; Minute taking in evaluation/adjudication meetings and Facilitate adjudication committee meetings.
- **Manage Tender Process:** Draw up the procurement plan for services and goods; Liaise with the specification committee; Advertisement of Tenders in national newspapers and tender bulletin; Check all proposals for compliance with National Treasury Regulations and Terms of Reference and Prepare memos and all administration related to the tender process.
- **Compliance:** Ensure all administration related to Service Level Agreements is in order; Liaise between the Museum and the supplier; Ensure invoicing is complete and compliant; Ensure payments are compliant with standard procedures and Coordinate payments.

Timeous and effective approval and processing of payments according to legislation, policies and procedures.

- **Effective Asset Management**
- **Effective Corporate Governance and Reporting:**

Develop and manage risk register, with annual risk assessment.  
Compliance with relevant legislation and policies through accurate and timeous reporting.  
Compile financial reports to internal users.  
Compile Quarterly Reports to be submitted to Council, the Department of Arts and Culture and National Treasury.  
Compile Annual Financial Statements according to GRAP standards with supporting documentation (Audit File).  
Compile any other reports as requested by Council, the Department of Arts and Culture, National Treasury the Internal Auditors and the External Auditors.  
Develop and maintain effective and efficient systems to ensure full implementation of the GRAP 103 standard (Heritage Assets).  
Based on the annual risk assessment, liaise with the Internal Auditors regarding quarterly internal audits and prepare relevant documentation as necessary.  
Develop and maintain effective and efficient systems of compliance, control and process to ensure an unqualified audit report.  
Address at least 75% of audit exceptions by agreed deadlines.

- **Development and maintenance of policies and procedures:**  
Develop and maintain relevant policies and procedures to ensure compliance with relevant legislation and to ensure effective and efficient financial systems.
- **Provide the necessary support for the Museum's key focus areas:**  
Effective and efficient support to all departments in order to achieve the Museum's strategic objectives.  
Provide the necessary fixed asset infrastructure (including movable assets and maintenance) to support the Museum's key focus areas.
- **Management of staff:**  
Effective and efficient management of Administration Department, including the management of staff members' key performance areas.
- **Principal Officer of National Museum Pension Fund:**  
Perform duties as required by the Pension Fund Act and the National Museum Pension Fund rules.

**Closing date: 31/05/2019**

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Application forms as well as additional information about this vacancy are available from the National Museum at [www.nasmus.co.za](http://www.nasmus.co.za) under Vacancies.

Enquiries: 051-4479609 or [direk@nasmus.co.za](mailto:direk@nasmus.co.za)

*The National Museum is committed to employment equity and redress.*

*The National Museum is an equal opportunity employer.*

*The National Museum reserves the right not to make an appointment.*

**If the National Museum has not contacted applicants within four weeks of the closing date, applications should be considered unsuccessful.**