



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**  
PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

**RE-ADVERTISEMENT**  
**CHIEF FINANCIAL OFFICER DESIGNATE**  
**FIVE (5) YEARS FIXED TERM CONTRACT**  
**REPORTING TO THE CHIEF EXECUTIVE OFFICER**  
**All-inclusive annual remuneration package: R 1 017 413 – R 1 473 149 TCT**

The Chief Financial Officer will develop and oversee the implementation of the PACOFS Financial Strategy including but not limited to financial processes and systems, ensuring effective financial management of the Performing Arts Centre of Free State in line with PMFA, Treasury Regulations and other relevant public sector laws, policies, and regulations.

**MINIMUM REQUIREMENTS**

- A recognised three (3) years bachelor's degree / NQF Level 7 Qualification in accounting/finance or equivalent.
- A practising Chartered Accountant (SA).
- Minimum of 5 years' experience in finance or accounting environment at Senior Management Level.
- Must have sound financial management, strategic leadership, budget, and treasury experience.
- Excellent knowledge and extensive experience in Financial Reporting and Financial Statements Preparation.
- Must have expert knowledge of the Public Finance Management Act (PFMA), the Preferential Procurement Policy Framework Act (PPPFA), National Treasury guidelines as well as other relevant prescripts within the public sector.

**ADDED ADVANTAGE**

- Master of Business Administration (MBA) / master's degree / NQF Level 9 Qualification in Accounting/Finance or equivalent.
- **Membership on the following:**
  - South African Institute of Chartered Accountants (SAICA)
  - Association of Chartered Certified Accountants (ACCA)
  - Chartered Institute of Management Accountants (CIMA)
  - South African Institute of Professional Accountants (SAIPA)
- In-depth knowledge of risk management practice.
- Expert knowledge of programme, project, and people management.
- Demonstrate high integrity and honesty.
- Ability to strategize and solve problems.
- Strong leadership and organisational skills.
- Exceptional communication and people skills.
- Results-oriented, strategic thinker and planner.
- Excellent written and verbal communication skills.
- Practical knowledge of the auditing environment.
- Knowledge and experience of the business of film.

**SUMMARY OF JOB SPECIFICATIONS**

- Develop financial strategy and give input into the organisational strategy.
- Directly assist departmental heads in all financial matters relating to budget management and securing additional funds for programmes.



- Conduct annual strategic planning of finance according to the Medium-Term Expenditure Framework (MTEF).
- Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with PFMA and Treasury Regulations to ensure compliance.
- Develop and implement a fundraising strategy to raise additional funding.
- Develop, implement, and maintain the financial systems of the organisation.
- Prepare all aspects of the annual operating budget and Annual Financial Statements in accordance with Generally Recognised Accounting Principles (GRAP).
- Manage internal controls, establish, and maintain a risk management system.
- Manage the submission of monthly, quarterly, and annual financial reports.
- Be responsible for all financial reporting and preparation of all financial statements.
- Manage annual external audits and deal with the Auditor General of South Africa (AGSA).
- Manage the Supply Chain Management of the organisation to comply with Treasury Regulations and all relevant laws, regulations, and policies.
- Provide financial reports to the PACOFS Internal Departments, the CEO, Audit Committee and PACOFS Council.
- Be the PACOFS lead in respect of all dealings with the Audit Committee, Internal and External Auditors.
- Provide support to key external stakeholders i.e., Portfolio Committee, Department of Sports, Arts and Culture (DSAC), Auditor General of South Africa (AGSA) and the Performing Arts and Creative Industry as necessary.
- Effectively lead and manage the Finance Department.

The Performing Arts Centre of the Free State (PACOFS) is an equal opportunity employer committed to the promotion of equity, equality and reserves the right to appoint a suitable candidate in line with the Affirmative Action Strategy. The appointment of a candidate is at the PACOFS' sole discretion, considering factor which PACOFS considers relevant, including but not limited to Employment Equity, the submission of an application gives PACOFS the right to make enquiries necessary to obtain information regarding the applicant's background and such enquiry will include current and previous employers as well as academic institutions including conducting of minimum-security vetting on shortlisted candidates.

The successful candidate will be stationed at the offices of PACOFS in Bloemfontein, Free State and the candidate will be required to undergo competency-based assessments, to enter into an employment contract and performance agreement. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents may result in the application not being considered.

Application consisting of a cover letter quoting the relevant position on the subject line, abridged comprehensive CV, certified copies of qualifications, including certified copy of matric/Grade 12 certificate, and certified copy of ID via email to [managerhr@pacofs.co.za](mailto:managerhr@pacofs.co.za)

Suitable qualified females and people with disabilities are encouraged to apply.

**Enquiries:** Mr. Fapane Motloutsi - Human Resource Manager | Tel: (051) 44 77771 ext. 2271

**Closing date: 26 May 2024**

If you have not been contacted within three (3) months after the closing date, please consider your application unsuccessful.

PACOFS reserves the right not to make an appointment.