

an agency of the
Department of Arts and Culture

FINANCE MANAGER (LEVEL 10)

CENTER: PIETERMARITZBURG

SALARY: R466 549.69 per annum

REF: HOD: ADMIN/FIN

Essential Requirements:

Bachelor's Degree in Accounting or Finance; Valid code B drivers licence; 5 or more years of work experience in the field of finance and accounting, administration, including managing staff; Computer literacy (MS Word, Excel,) and Pastel Accounting

Recommendation: Bachelor of Accounting Science

Duties: This position will report to the Director and is responsible for establishing financial objectives in collaboration with the Director and Museum Council; Financial management, including budgeting, accounting, purchasing, human resources, salaries and benefits, insurance ,taxes and contracts; Operation of physical plant and security; visitor services; Strategic planning and ensuring adherence to PFMA and GAAP/GRAP standards

Benefits: Salary, Pension, UIF, Funeral Cover, Medical Aid, Housing subsidy/allowance and 13th cheque

Enquiries: Dr Mlungisi Ngubane, Tel: (033) 3946834/5

Closing date: 22 November 2019 at 16:00

All applications should be forwarded to: **The Director, Msunduzi & Ncome Museum, Ref: HOD: ADMIN/FIN, PO Box 998, Pietermaritzburg, 3200** or Hand Delivered at: **351 Langalibalele Street (Long-market), Pietermaritzburg.**

A covering letter, detailed CV, names and contact details of three traceable referees with recently certified copies of ID, driver's licence and all qualifications must accompany applications. Faxed or emailed applications will not be accepted.

Should you not be contacted within 4 weeks after the closing date, kindly consider your application unsuccessful. The museum is an equal opportunity, affirmative employer. The museum reserves the right not to make an appointment.