



**VACANCY: CHIEF FINANCIAL OFFICER**  
**REMUNERATION: NEGOTIABLE**  
**3 YEARS FIXED-TERM EMPLOYMENT CONTRACT**

The Eastern Cape Provincial Arts and Culture Council (ECPACC) is a Schedule 3 Public Entity of the Department of Sport, Recreation, Arts and Culture (DSRAC), whose vision is to develop a thriving cultural and creative developmental ecosystem underpinned by principles of social cohesion and preservation of the rich culture and heritage of the Eastern Cape Province. ECPACC hereby invites applications from suitably qualified and experienced individuals for the position of Chief Financial Officer, on a **three-year performance-based contract**. The main purpose of this position is to assist the Council to discharge the duties prescribed in Part 2 of Chapter 6 of the PFMA.

**COMPETENCY REQUIREMENTS:**

A relevant bachelor's degree in Finance and/or Accounting or Chartered Accountant (SA) from an accredited and reputable institution (SAQA). A minimum of seven (7) years managerial experience at senior and middle management levels of which five (5) years must be at senior/executive management level in the financial field preferably within public entities or other government environments.

An excellent knowledge of Accounting principles and flair for figures is essential. Must have a good knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA), National Treasury guidelines, Supply Chain Management, Working experience in GAAP and GRAP and other relevant prescripts within the public sector. Knowledge of the ECPACC Act, (Act No 6 of 2000) and familiarity with the King 3 Report on Corporate Governance will be regarded as an advantage.

Successful candidates must have the following competencies: strategic and operational financial management, business planning and design, fundraising and revenue management, governance, ethics and values in financial management, financial and performance reporting, risk and change management, policy formulation and implementation, Audit and Assurance, Supply Chain Management, Internal control, Internal and external audit, Information systems, and critical negotiation, communication, analytical skills, and good interpersonal skills to manage stakeholder relations. Traveling at times and working extra hours is an essential requirement for the position.

## **RESPONSIBILITIES:**

The successful incumbent will be accountable to the Chief Executive Officer and will oversee finance, supply chain management and audit and risk management units. The successful incumbent should perform, inter alia, the following key performance areas: Conduct annual strategic planning of finance according to the Medium Term Expenditure Framework (MTEF)

- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation
- Undertake a risk assessment and implement and maintain an effective risk management strategy
- Oversee and lead in the development and monitoring of the implementation of policies and procedures for finance, supply chain and risk management
- Oversee the preparation and submission of monthly financial reports and annual financial statements to the accounting officer
- Provide sound advice to the Accounting Officer and other line managers on all matters that may have adverse financial implications for the organisation
- Liaise with the Auditor General and other bodies which set financial standards to ensure effective compliance with the relevant legislation
- Strategically engage with auditors and provide appropriate and timely responses to audit queries
- Ensure compliance with the Public Finance Management Act and all prescripts related to finance, supply chain management
- Manage staff and administer the performance management system for all staff members who directly reports to the CFO
- Responsible for the execution and timely delivery for outputs in the CFO's signed performance contract
- Provide reports to the CEO, Council, Finance and Investment Committee as well as to Audit and Risk Committee.

**Note:** Candidates will be subjected to security vetting and qualification verification, be required to disclose financial interest, to annually conclude a performance agreement, undergo a competency assessment within 18 months of appointment.

All applicants are required to submit their application letter, attach the CV, certified copies of qualifications, ID and driver's licence and submit to [info@ecpacc.co.za](mailto:info@ecpacc.co.za) for the attention of **The Chief Executive Officer: Ms P. Skoti, 16 Commissioner Street, East London 5201**

## **CLOSING DATE: Friday, 18 JUNE 2021**

Females, youth and people with disabilities of different races are encouraged to apply. If you have not been contacted within three months after the closing date, please regard your application as unsuccessful

- ECPACC reserves the right to make an appointment.