in the footprints
NELSON MANDELA MUSEUM
Bhunga Building, Corner Owen Street and Nelson Mandela Drive , PO Box 5808 , Mthatha , Eastern Cape.
Telephone : +27 (0) 47 501 9500
info@ nelsonmandelamuseum.org.za | www.nelsonmandelamuseum.org.za

The Nelson Mandela Museum (NMM), with four sites, namely Bhunga Building, Mthatha, Nelson Mandela Youth and Heritage Centre in Qunu, O.R. Tambo Garden of Remembrance, Nkantolo and Ngquza Hill Memorial, Flagstaff, has dynamic and enviable opportunities to serve South Africa, as stewards of a living legacy, to share and teach the true story of Nelson Mandela in context, in ways that inspire and empower people.

The Museum invites applications from suitably qualified, committed, competent and experienced South Africans to serve as **FINANCE MANAGER**.

ADVERTISEMENT

POSITION: Finance Manager

Remuneration package: R553 872,00 - R718 066,00 per annum (Total Cost to Company)

POSITION REQUIREMENTS:

- Bachelor's/BTech Degree in Accounting/Finance/equivalent qualification
- A post graduate qualification in Accounting/Finance/equivalent will be added advantage
- Minimum of five years of accountancy experience, preferably within the Public Service, of which 3 years were at a supervisory level.
- Computer literacy and knowledge of Sage 200 and Caseware are essential.
- Fit and proper person with a clean credit record.
- A driver's licence is compulsory.

KNOWLEDGE and SKILLS

- Extensive knowledge of GRAP standards
- Knowledge of government financial regulations
- Knowledge of financial management principles as applied within a museum environment
- Effective communication and reporting skills
- Extensive knowledge of accounting standards
- Extensive knowledge of SCM principles and Asset Management
- Ability to make evaluative judgement
- Ability to supervise and train employees,
- Ability to develop and maintain recordkeeping system and procedures

KEY PERFORMANCE AREAS AND RELATED RESPONSIBILITIES:

*** Financial management and Accounting**

a. Assist in preparation of Annual Financial Statements, Quarterly and Annual performance reports
b. Develop, implement, monitor and review institutional accounting policies, procedures and processes.
c. Verify supporting documents for validity, accuracy and completeness of receipts on the accounting system.
d. Verify and check payment transactions supported by appropriate source documentation.
e. Manage liabilities within budget constraints, including recording, reconciliation and settlement.
f. Manage General Ledger and Subsidiary ledger reconciliations.
g. Manage the systems interface and exceptions.
h. Provide accounting, financial information and responses to risk, audit and other assurance providers.

- **Policy formulation and Implementation**

a. To support the CFO in the implementation and monitoring of the strategic plan.
b. To support the CFO in drafting relevant policies, procedures, business plans, proposals and budgets.
c. Support the CFO to ensure that the museum meets its obligation and reduces exposure to risk

- **Resources Management, Financial Planning, Accounting and oversight**

a. Develop, Monitor and review the budget planning and management reporting systems through policies, procedures and processes.
b. Contribute to the preparation of departmental strategic and annual performance plans with particular reference to financial analysis and advice.
c. Review and refine departmental spending estimates.
d. Prepare Financial Statements and Financial Reports with supporting working papers as stipulated in the PFMA, Treasury regulations and related legislation (GRAP)
e. Use financial management systems to control the general ledger, perform financial administration and prepare financial reports.

- **Governance and leadership**

a. In the absence of the CFO, contribute meaningfully to the Finance Committee, Institutional Development Committee and Audit and Risk Committee of the Nelson Mandela Museum Council as an ex-officio member.
b. Provide support to the CFO for the realisation of the strategic planning, leadership, management and direction for the effective and efficient realisation of the vision, mission and values of the museum
c. To ensure that the staff of the finance department's performance and KPIs are implemented with the assistance of the human resource unit.
d. To advise on the training needs of finance department staff and assist in the identification of funding to finance such training.
e. To ensure that all finance departmental policies are adhered to

f. Contribute to a positive environment that encourages teamwork within management and staff
g. Ensure sound relations between the organisation and relevant stakeholders
h. Participate in all committees that would be deemed to be necessary for your office;
i. Ensure adherence to all legislations relevant to the position
j. Supervise the Finance unit and Supply chain unit.

- **Stakeholder Management**

a. Facilitate with management for all needs of internal auditors and the office of the Auditor-General
b. Requisite returns to the Department of Sport, arts and culture and Treasury are timeously submitted
c. Oversee that service provider to the museum are paid on time within 30 days of the receipt of invoices.

Interested individuals who meet the above requirements should submit their applications using the details provided below in sealed envelopes accompanied by an updated CV; and certified copies of qualifications, and a covering letter clearly marked **FM Vacancy** to:

The Human Resources Manager

Nelson Mandela Museum

P.O Box 52808

Mthatha

5099

Email: **hr@nelsonmanadelamuseum.org.za**

OR Hand deliver to: Nelson Mandela Museum.

Bhunga Building

Corner Owen Street and Mandela Drive

Mthatha

FAXED APPLICATIONS WILL NOT BE CONSIDERED BY NMM.

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualifications. The NMM reserves the right not to fill this advertised position.

The NMM is an equal opportunity, affirmative action employer and fully subscribes to the subscribes to the principles of Employment Equity, Preference will be given to South African citizens. All shortlisted candidates will be subjected to competency assessment.

For all inquiries, contact **Ms Y Khumelwana** at **047 501 9522**

Closing date**: 13 November 2026**

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Signed by:NONTLAHLA DALINDYEBO
Signed at:2026-10-28 15:56:30 +02:00
Reason:Witnessing NONTLAHLA DALIND

NONTLAHLA DALINDYEBO lawTrust

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N. Tandwa-Dalindyebo
Acting Chief Executive Officer