



## RFQ010703CFOADVERT2024

PACOFS would like to request a quotation from suitable qualifying service providers for the supplier of a Chief Financial Officer. The Service Providers will be required to submit Pacoofs with a minimum of five and maximum of ten CVs of qualifying candidates that meets the below minimum requirements. Proof of the qualifications of the qualifying candidates must be attached and The successful qualifying candidate will be appointed for a Fixed Term Contract of five years and will be reporting directly to the CEO. The All-inclusive annual remuneration package of the successful qualifying candidate will be Market Related. Kindly complete SBD forms as per the attached and send with your quotation.

### 1. MINIMUM REQUIREMENTS

- Master's Degree/NQF Level 9 Qualification in Accounting/Finance or equivalent.
- Chartered Accountant (SA) or Certified Chartered Accountant (ACCA)
- Master of Business Administration (MBA) will be an added advantage
- Minimum 10 years' experience in finance, accounting, or auditing environment with 8 years at Senior Management level in the public finance environment.

**The following membership is an added advantage:**

- 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)
- 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
- 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 would be an added advantage.

## **SUMMARY OF JOB SPECIFICATIONS**

- Develop financial strategy and give input into the organisational strategy.
- Directly assist Executive Heads of Departments 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 together for the organisation.
- 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 Sport, 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 and if you have not been contacted within three (3) months after the closing date, please consider your application unsuccessful.

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

**NB: PACOFS will facilitate interviews and appointment.**

## **2. PRICING SCHEDULE**

The following table must be utilised by the service provider to quote the once off service fee :

Description	Unit	Quantity	Total
Service fee	Each	1	

**For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771**

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract

**VERY IMPORTANT**  
**NOTICE!**

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

**OPENING DATE: 07 MARCH 2024**

**CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**

**18 MARCH 2024 at 11h00**

**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**

**No late submission will be accepted!**