



Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority

**SPECIFICATIONS: TEMPORARY STAFF REQUIRED TO ASSIST THE CATHSSETA
OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)**

SPECIFICATIONS FOR FINANCE: TEMPORARY STAFF REQUIRED TO ASSIST THE CATHSSETA OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

1.0 PURPOSE

CATHSSETA hereby seeks to appoint an Experienced Finance consultant company or Audit Firm to supply two temporarily members to assist in the Office of the Chief Financial Officer for a period of three (3) months. The SCM Consultant will only bill based on the number of hours worked.

2.0 BACKGROUND TO CATHSSETA

CATHSSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of Culture, Arts, Tourism, Hospitality and Sport in the Large, Medium, Small levy paying and non-levy paying companies in the sector. It is a schedule 3 (a) listed public entity in terms of the Public Finance Management Act (PFMA) (Act 1 of 1999 as amended), and is accountable to the National Department of Higher Education and Training (DHET). CATHSSETA conducts its activities within the following six sub-sectors:

- Arts, Culture and Heritage
- Conservation
- Gaming and Lotteries
- Hospitality
- Sport, Recreation and Fitness
- Travel and Tourism

Within these sub-sectors, CATHSSETA is responsible for the following:

- a. Development of a Sector Skills Plans (SSP) within the framework of the National Skills Development Strategy (NSDS);
- b. Implementation of the SSP;
- c. Development and administration of Learnerships;
- d. Support for the implementation of the National Qualifications Framework (NQF);
- e. Quality assurance of sector learning interventions;
- f. Disbursement of levies collected from employers in their sector; and reporting to the Minister and the South Africa Qualifications Authority (SAQA).

3.0 SCOPE OF WORK

Interested parties are requested to provide staff proposals on how they can provide the following services/deliverables:

- a) Reviewing the detail list of commitments to ensure accuracy and completeness thereof

- b) Ensuring all contracts entered into are captured timeously, in the correct programme and that all related invoices and commitments are updated monthly
- c) Performing detailed reconciliations on a monthly basis pertaining to commitments;
- d) Amend the templates used and SOP's to alleviate current internal control deficiencies;
- e) Review and update policies, where applicable.
- f) Identification of gaps and implementation of corrective measures; and
- g) Assisting with other related finance functions as and when the need arises on a monthly basis to enhance financial reporting.
- h) Ensuring the legislated reportings are done to all the stakeholders, such as National Treasury, Department of Higher Education within the prescribed timeframes.
- i) Responding to AGSA audit findings in line with GRAP standards and attending to all matters relating to ongoing audit including update of the AFS
- j) Prepare reports for the board and board sub committees
- k) The consultant company must have minimum of 5 years' experience in the SETA environment
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7.0 CRITERIA OF STAFF REQUIRED

- a) One seasoned consultant with over 5 years SCM experience in public sector who has extensive knowledge of Supply Chain Management and Finance Management. The consultant must also have experience in both financial and management accountant skills with strong GRAP understanding.
- b) One seasoned senior consultant, preferably a Chartered Accountant who can take over the CFO function as per PFMA requirements. Experience in performing CFO functions is a requirement.

NB: Please submit comprehensive CVs of officials to be used for this assignment.

8.0 TIMELINES

Description	Due Date
Submission approval	14 August 2020
Request for Quotation sent out to service providers	17 August 2020
Closing Date for submissions of Proposals	21 August 2020
Evaluation of proposals	24 August 2020
Inform successful provider	27 August 2020
Commencement	28 August 2020

9.0 ENQUIRIES

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