



ORGANIZATION: FINANCIAL INTELLIGENCE UNIT

POSITION: ACCOUNTANT

REPORTS TO: ADMINISTRATION AND FINANCE OFFICER

MAIN PURPOSE OF THE JOB

The Accountant will be responsible for maintaining the budget, and managing the financial and accountancy systems on a daily basis.

Main Duties

1. Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for Government funding;
2. Participate in quarterly work planning and progress reporting meeting with the Administration and Finance Officer;
3. Assist the Administration and Finance Officer in budget monitoring and revision;
4. Ensure a robust accounting system, including reporting and filling systems, in accordance with the FIU's procedures;
5. Maintain petty cash transactions, including writing receipts, prepare payment request forms, disbursement of cash and clearance of advances;
6. Manage banking transactions, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
7. Reconcile all balance sheet accounts and maintain records on file;
8. Prepare financial reports for agreement with the Administration and Finance Officer, and clearance by the Director as required;
9. Ensure the proper accounting, recording and allocation of the FIU's income;



10. Maintain at all times, accurate and up to date financial records, preparing accurate and timely information for financial monitoring and progress of funds;
11. Ensure adherence to the FIU's finance and administration guidelines, policies and strategies at all times;
12. Ensure documentation relating to payments are duly approved by the Director;
13. Report any actual or potential financial issues to the Administration and Finance Officer;
14. Continuously improve systems and procedures to enhance internal controls to satisfy audit requirements;
15. Maintain an inventory file to support purchases of all equipment/assets;
16. Undertake any other relevant matters as may be assigned

5. Educational Qualifications

A University Bachelor's Degree in Accounting, Finance or a related field

Plus

Two (2) years working experience in financial and accounting work, solid experience budgeting, planning and reporting

Desired Skills

The incumbent must demonstrate the following skills

- Good knowledge of administrative and accounting regulations and procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheets (MS Excel) and accounting software
- Experience and understanding of preparing financial reports, balance sheets, income and expenditure financial statements



- Membership of recognised accountancy professional body, such as ACCA
- Excellent interpersonal skills including the ability to make presentations and to communicate complex technical issues using simple and clear language.

Other requirements

Please deliver letters of application including certified copies of certificates, academic transcripts, detailed curriculum vitae, name and Contacts of two referees to:

Financial Intelligence Unit
Central Bank of Lesotho Building
Cnr. Moshoeshoe & Airport Roads
Private Bag A64
Maseru 100.

The deadline for applications is Friday
28th November, 2014.

Only shortlisted candidates will be contacted.