



Financial Intelligence Unit, Lesotho.

Title	Administrative & Finance Officer (AFO)
--------------	---

Vacancy

Administration & Finance Officer (AFO)

Applications are invited from suitably qualified Lesotho Nationals of high integrity for the abovementioned position.

Job Purpose: To provide financial and administration management services for Financial Intelligence Unit, Lesotho.

Reporting to: Director

Profile

- Must possess:
 - Masters + at least 2 years experience in managerial position
 - Degree + at least five years experience in managerial position(In finance, business studies, commerce, general management or related fields)
- Experience in leading the Finances and Administration management
- Experience in procurement activities
- Knowledge of computer applications and financial accounting
- Fluency in English (Oral and written).
- Ability to work in a team and independently.
- Must have a sound knowledge of best practices in Human Resource issues

DUTIES & RESPONSIBILITIES

Under the supervision of the Director of FIU, the **Administration & Finance**

Officer (AFO) will be responsible for finance management, all human resource issues, accounts

maintenance, budget control and coordinating logistics and broad administrative support functions, which may include supervision and execution of administrative tasks as described in the FIU management book and summarized below.

1. Administer personnel policies and apply regulations, rules and procedures concerning recruitment, appointment, benefits, and other personnel matters including issues related to immunities and privileges as they apply to staff, conditions of employment and contractual service arrangements; coordinate with the Legal Department for issues related to contractual arrangements; during recruitment of staff AFO will process, review and implement the recruitment course of action.
2. Plan, recommend, and implement systems, norms and procedures for the administration of human and material resources of FIU as well as for the control and evaluation of such processes; provide input for the preparation and periodic review of the Human Resources (HR) plan; AFO will review and implement budget, human resources, time and resource management and process audits.
3. Develop and recommend annual staff development programs in order to improve the efficiency and effectiveness of the Office's administrative and managerial capability; plan and organize the implementation of approved training schedule.
4. To be the pilot for all activities related to financial management, like budget, purchasing, accounting, financial reporting and controlling, recruitment, HR Evaluation and payroll and risk management process.
5. Responsible for review and implementation of the budgets and resource mobilization for the activities based on the strategic action plan. Participate in the implementation and development of activities by planning and controlling all financial and administrative services/support required.
6. Brief and guide Sectional managers and other personnel with respect to the management of all financial administrative operations and services; ensure that pertinent rules and regulations of the Organization are observed.

7. Formulate general and specific budgetary estimates, control the approved budgetary allocations, review, approve and implement budgets.
8. Develops and implements goals, policies, priorities and procedures relating to financial management, budget, accounting and payroll.
9. Directs, coordinates and manages the budgeting process, prepares statements and reports of the budget performance.
10. Design and monitor a sustainable accounting and finance management system for FIU activities, establish internal controls and monitoring mechanisms, maintain cash and bank books and reconciliation with bank statements, including control of disbursements and balancing of books and ledgers.
11. Process payment of salaries, allowances and other payments to the staff, vendors and other claimants.
12. Assist in the planning, design, development, and maintenance of the Office's computerized information systems; undertake feasibility studies, analyze and recommend modifications to existing applications, etc.
13. Prepare confidential correspondence, special reports, questionnaires, evaluations, and justifications related to specific and general administrative tasks within the area of responsibility, as necessary.
14. Administer and manage the logistics and contacts for services with service providers.
15. Perform other related duties, as assigned.

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 road
 Private bag A64
 Maseru 100.

The deadline for applications is Friday 30th November, 2012.

Only shortlisted candidates will be Contacted.

