

Vacancy

The Lesotho National Federation of Organisations of the Disabled (LNFOD) seeks to fill up a position of an accountant.

Reporting: Finance and Administration manager

Purpose: oversee the **financial operations of the organization and ensure timely and accurate financial reports and practices** including cash management, payroll, financial disbursements, ledgers etc.

Title of the position: accountant

Job description

Job title: accountant

Duties and responsibilities

- **Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices** including cash management, payroll, financial disbursements, ledgers etc. Responsible for entering financial information and maintaining all financial records for projects and for the organization.
- Review all financial commitments and payments requests to ensure compliance with Plan Policies and procedures.
- Process all financial transactions in in the SAP to enable accurate financial reporting and monitoring.
- Prepare reconciliation of all balance sheet accounts on a monthly basis to ensure exceptions are identified and dealt promptly.
- Prepare fiscal management reports on a monthly basis and provide information to the management for decision making.
- Perform physical verification of Assets at least once per year to ensure that all assets are accurately recorded.
- Maintain and manage achieving of financial documents to safeguard financial records and audit trails.

- Prepare monthly payroll and all the related statutory returns; compute staff separation benefits and ensure and periodic PAYE returns are done to end sure, adherence to the approved Plan P & C policies, Employment Law and Tax Laws.

Personal qualities

- Ability to organize one's own work and manage one's own time.
- Ability to work effectively and collaborate with others and towards a shared goal.
- Ability to explain financial issues and procedures to colleagues
- Ability to work under pressure and towards tight deadlines.

Accounting qualification and experience requirements

- Degree in accounting or any other equivalent qualification.
- At least 3 years accounting work experience (preferably in NGO).
- Well versed in computerized accounting packages

How to apply

Interested candidates should apply for this position alongside their covering letter, CVS bearing two referees, and academic qualifications at the following email address:

Executive director, Lesotho National Federation of Organisations of the Disabled (LNFOD) P.O box 9988 Maseru 100, Naleli village.

recruitmentlnfod1@gmail.com on or not later than the 11January 2022.

The subject line should be clearly marked 'application for the position of being accountant'.

All applications should be submitted on the said date not later than 4:00 PM.

Women with disabilities with the above-mentioned qualifications are strongly encouraged to apply.