



LNFOOD

Vacancy

Vacancy

Vacancy

Lesotho National Federation of Organizations of the Disabled (LNFOOD) intends to fill the position of **Accounts Officer** for a three-year contract.

Department: **Finance and Administration**

Reports to: **Finance and Administration Manager**

Position Description: The incumbent is the record keeper for all the financial and property transactions of the Federation. The incumbent doubles as both finance officer and responsible for administration logistics.

Duties and responsibilities

- Processing of primary books of accounts
- Maintain financial records for projects and other office accounts.
- Receive and record all money received and paid out by the organization.
- Maintain the petty cash float at adequate levels at all times.
- Maintenance of an up to date record of all assets
- Receipt all cash, properly record it and ensure its banking intact and on time.
- Facilitate procurement processes of goods and services
- Maintenance of a good filing system
- Actively participate in the planning and budgeting processes and budget monitoring

Qualifications and skills

- A minimum of CAT, or Diploma in business administration is required.
- At least three (3) years work experience in a similar position
- Knowledge of accounting soft wares
- Experience working in NGOs
- Time management and ability to meet strict deadlines

How to apply

Submit your curriculum vitae and certified copies of educational qualifications plus name and addresses of three (3) referees to the following address on or before **Friday, 29th November 2013 at 13H00**

The Executive Director
22 MABILE Road (NEXT TO RED CROSS)
Old Europa, Maseru
Tel: +266 22320345



LNFOOD

Fax: + 266 22326196

Or email to admin@lnfod.org.ls

Disclaimer: Only shortlisted candidates will be contacted.