

LNFOOD Accounts Officer Position Description:

With the support of Open Society Foundation in Southern Africa (OSISA) the Lesotho National Federation of Organisations of the Disabled (LNFOOD) is seeking a qualified candidate to serve as a accounts officer **for 12 months starting on 01 January 2023 until December 2023** for LNFOOD projects. with the possibility of contract extension subject to availability of funding.

About LNFOOD

Founded in 1989, and legally registered in October 1991, LNFOOD is a non-governmental umbrella body of organisations of persons with disabilities registered in Lesotho dedicated to capacitating organisations of persons with disabilities and empower persons with disabilities socially, economically, and politically through advocacy and capacity building.

Its membership consists of four organisations of persons with disabilities (ODPS), Intellectual Disability and Autism Lesotho (IDAL) formerly known as Lesotho society of mentally handicapped persons (LSMHP), Lesotho National Association of the Physically Disabled (LNAPD), Lesotho National League of the Visually Impaired Persons (LNLVIP), and National Association of the Deaf Lesotho (NADL).

LNFOOD's mission is to advocate for, promote, defend human rights of persons with disabilities and their families through provision of training, emotional support and by representing their interests to government, private sector, development partners and the wider community.

Location: Maseru at Naleli village.

Date of Joining: 01st January 2023.

Reporting to: Finance and administration manager

Summary: LNFOOD works for the promotion of the rights of persons with disabilities and their families in Berea, Leribe, Maseru, Mafeteng, Mohale'shoek, and Quthing in by advocating for their access to resources and skills in a sustainable manner. It is currently implementing projects supported by Open Society Foundation (OSISA) in areas of disability rights advocacy and capacity building of organisations of persons with disabilities on self-advocacy.

LNFOOD is currently seeking to appoint an accounts officer to manage its financial operations.

Duties/Assignments:

The Accounts officer will:

- 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.
- Preparing and maintaining donor agreements and staff contracts.
- Manage financial control, and analyse budgets, develop financial reports, and make recommendations to the organization on budget expenditures.
- Obtain approvals from the Finance and administration manager and from the donors on all procurements and purchases for the projects and for the organization.
- Monitor the expenditures to ensure that program [funds](#) are utilized appropriately by the close of the fiscal year.
- Provide orientation and [training](#) to the organization staff on cost-effective management.
- Ensure that all financial reporting is completed on time and submitted to donors.
- Oversee the financial audits of all projects of the organization.
- Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, [travel](#) and other areas of administration.

Qualifications and skills

- A minimum of degree in BCom Accounting, Business management or any other relevant qualification is required.
- At least three (3) years' work experience in a similar position
- Knowledge of accounting soft wares such as pastel
- 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 two (2) referees to the following email address recruitmentInfod1@gmail.com

on or before **Monday 09 January 2023.**

The Executive Director
P.O box 9988 Maseru 100 Naleli-Sekamaneng road
Tel: 22330345.

Website: www.infod.org.ls