

MINISTRY OF FINANCE EXTERNAL CIRCULAR NOTICES NO. 12 OF 2015

**MINISTRY OF FINANCE
P.O. BOX 395
MASERU 100**

9TH SEPTEMBER, 2015

FIN/HR/ADVERTS/02

**TO: ALL PRINCIPAL SECRETARIES
ALL HEAD OF DEPARTMENTS
ALL DISTRICT ADMINISTRATORS**

**COPY: GOVERNMENT SECRETARY
SENIOR PRIVATE SECRETARY TO HIS MAJESTY
SENIOR PRIVATE SECRETARY TO THE PRIME MINISTER
CLERK OF THE SENATE
CLERK OF THE NATIONAL ASSEMBLY
AUDITOR GENERAL
ACCOUNTANT GENERAL
OFFICE OF THE OMBUDSMAN
DIRECTOR GENERAL - DCEO
DIRECTOR OF ELECTIONS
SECRETARY - PUBLIC SERVICE COMMISSION**

**APPLICANTS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR
THE FOLLOWING POSITIONS TENABLE AT VARIOUS MINISTRIES**

MINISTRY : DEVELOPMENT PLANNING, FORESTRY & LAND RECLAMATION, HOME AFFAIRS, NATIONAL ASSEMBLY, NMDS, LOCAL GOVERNMENT & CHEIFTAINSHIP

POSITION TITLE : FINANCE OFFICER

NO. OF POSITIONS: SIX (6)

GRADE : G

RESPONSIBLE TO : ASSISTANT FINANCE MANAGER

MAIN PURPOSE OF THE JOB

Under the general supervision of the Assistant Finance Manager, the incumbent is responsible for revenue collection, banking of cash, prompt payment of suppliers of goods, services and works, keeping proper records for revenues, expenditures, assets and liabilities, and supervising subordinate accounting staff.

MAIN DUTIES

1. To supervise payment process

- 1.1 Checks supporting documents against the payment vouchers
- 1.2 Approves, print and sign payment voucher
- 1.3 Unholds the payment
- 1.4 Submits payment vouchers for examination
- 1.5 Distributes cheques

2. To supervise and account for revenue and trust monies collected

- 2.1 Receives and registers receipt books and revenue stamps
- 2.2 Issues receipt books and revenue stamps to revenue collectors
- 2.3 Checks that revenue collected corresponds with receipts issued
- 2.4 Accounts for cash collected and receipt books issued
- 2.5 Analyses revenue collected according to the denominations
- 2.6 Books revenue collected into the system
- 2.7 Keep proper record of all financial transactions related to, but not limited to, revenues, expenditures, assets and liabilities, under his/her responsibility
- 2.7 Issue acknowledgement receipts

3. To bank revenue collected

- 3.1 Prepares collector's statement and deposit slips
- 3.2 Deposits collections in the bank
- 3.3 Accounts for deposits through bank confirmation slips

4. To supervise staff

- 4.1 Implements sectional annual operational plan.
- 4.2 Ascertains implementation of individual work plans
- 4.3 Conducts annual performance appraisals on individual supervisees to assess their performance against the set standards and to identify training and development needs.

- 4.4 Organise training for accounting staff
- 4.5 Implements the budget
- 4.6 Disciplines staff under his/her supervision

JOB SPECIFICATIONS

Education and Training

Chartered Accountant/Master of Commerce in Accounting/Master of Accounting/Master of Business Studies in Accounting) or recognized equivalent Masters accounting degree

Or

Bachelor of Commerce (Accounting), or Bachelor of Accounting, or General Accountant, or CIPFA Diploma or recognized equivalent accounting degree

Plus

Three (3) years working experience in an accounting/finance related field

Membership of a recognized professional body is an added advantage.

Other Relevant Knowledge

- Familiarity with the Generally Accepted Accounting Practice (GAAP), especially the International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS), is essential
- Familiarity with the Integrated Financial Management and Information System (IFMIS) is an added advantage
- Knowledge of Public Service Act and Regulations is an added advantage
- Knowledge of Procurement Regulations, Treasury Regulations 2014 and Public Financial Management and Accountability Act 2011 is an added advantage
- Computer literacy is essential

Applications on relevant forms GP103 for job seekers and GP104 for serving officers accompanied by certified copies of educational certificates, transcripts as well as Curriculum Vitae should be addressed to:

Human Resources Office (Office 3023)
Ministry of Finance
Finance House
Maseru

On or before 4:30 pm 9th October, 2015

M. SETEFANE (MRS)
DIRECTOR - HUMAN RESOURCES
MINISTRY OF FINANCE