



Vacancy Announcement

The Lesotho Institute of Accountants (LIA) was established by an Act of Parliament, Act No.9 of 1977, which gives the Institute the mandate to regulate the accountancy profession in Lesotho.

Applications are invited for a position of Finance and Administration Officer. Reporting to the Chief Executive Officer, the incumbent is responsible, among others, to:

1. Prepare LIA budgets (i.e. short, medium and long term).
2. Keep proper books of account in relation to assets, liabilities, income and expenditure of the LIA.
3. Prepare and issue, on a timely basis, annual billing of subscription fees to LIA members and students.
4. Prepare reliable, accurate and timely management accounts for submission to the Council of LIA.
5. Prepare annual financial statements, facilitate and coordinate the audit of such accounts.
6. Facilitate and coordinate the LIA examinations processes in line with the examinations arrangements that LIA has in place.
7. Ensure all institute assets are in proper condition for use by staff
8. Procure and administer the assets and office utilities in line with the LIA Financial Management Policy
9. Supervision of subordinates staff

Minimum Key Competencies and Requirements;

- A General Accountant (GA) with minimum three years relevant experience; OR
- B.Comm. Accounting plus Technician Accountant with a minimum of two years relevant experience.
- Technician Accountant with a minimum five years relevant experience
- Computer literacy and familiarity with any accounting package; familiarity with Pastel will be an added advantage.
- The incumbent should possess interpersonal skills; be self-driven; be a good communicator; should be able to work under pressure. He/she shall be a Lesotho citizen and a member of LIA in good standing.

Salary and benefits are competitive.

Applications, with certified copies of certificates; detailed curriculum vitae and written references from two referees, should be sent to:

The Chief Executive Officer
Lesotho Institute of Accountants
PO Box 1256
Maseru 100
Lesotho

Or e-mail to: moahloli.mphaka@lia.org.ls or hand delivered to:

Chief Executive Officer
Lesotho Institute of Accountants
Accountants House
5 Orpen RD
Old Europa
Maseru

On/or before 10th February 2012.

Only short listed candidates will be responded to, and if you have not heard from us four weeks after closing date consider your application as unsuccessful.