

JOB DESCRIPTION FOR ACCOUNTANT

JOB TITLE: ACCOUNTANT

REPORT TO: FINANCE AND ADMINISTRATION MANAGER (FAM)

BACKGROUND

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectoral Commissions for effective coordination and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programs together to facilitate networking among members and as well as coordination. The Accountant will report to the FAM for the following key responsibilities:

Primary Responsibilities	Key Performance Indicators
Provides technical input in developing and implementing sound financial management of LCN and procedures governing finance, human resource and administration support systems.	Ensure sound financial management, recording, filing and timely reporting.
i. General Accounting	<ul style="list-style-type: none">a) Prepare asset, liability and revenues entries by compiling and analysing accounts information,b) Record financial transactions by capturing and updating of financial transactions in the financial system,c) Produce financial status by preparing ledger accounts, income and expenditure, balance sheet and reports,d) Management of accounts receivables and payables,e) Monthly bank reconciliations,f) Resolve accounting discrepancies and irregularities,g) Ensure accurate and timely monthly, quarterly and year end processes,h) Maintain accounting controls by preparing and recommending policies and procedures,i) Maintain financial security by following internal controlsj) Supervise petty cash,k) Contribute to team's effort by accomplishing both programme and financial results.

ii. Reporting	<ul style="list-style-type: none"> a) Provide support to FAM by preparing, examining and analysing financial information to prepare monthly, quarterly and annual reports managements accounts, b) Ensure reporting complies with grant agreements, donor requirements and LCN finance policies, c) Ensure all financial reporting deadlines are met, d) Provide information necessary for the preparation of monthly, quarterly and annual financial management reports to stakeholders.
iii. Budgeting	<ul style="list-style-type: none"> a) Provide support to the Finance Manager by preparing budgets for funding proposals and monitoring their implementation, b) Maintaining and analysing budgets, preparing periodic financial variance reports, c) Provide relevant recommendations with respect to possible solutions if actual costs exceed budgeted costs.
iv. Audit	<ul style="list-style-type: none"> a) Supports the FAM in all matters related to the annual audit, b) Substantiates financial transactions by auditing documents.
v. Payroll	<ul style="list-style-type: none"> a) Prepare monthly payroll by maintaining payroll file, b) Ensure all changes to payroll are properly authorised, c) Ensure PAYE is submitted to the LRA timely and accurately, d) Develop and maintain the accounting system for LCN's operation in accordance with LCN's Finance Manual and donor requirements, e) Contribute to preparation process for annual taxation returns to the LRA.
vi. Administration	<ul style="list-style-type: none"> a) Support overall office operations and administrative functions of LCN, b) Ensure internal financial and administrative procedures are adhered to and are compatible with prevailing financial guidelines, c) Develop and maintain service providers database for LCN operations and support procurement processes.
vii. General duties	<ul style="list-style-type: none"> a) Perform all other duties as may be assigned.

JOB SPECIFICATION

Education and Training

BCom Accounting or relevant qualifications

Work Experience

At least two (2) years working experience in accounting field, experience of NGO environment is an added advantage.

Knowledge and skills

- Interpersonal and communication skills,
- Planning and organising skills,
- Appreciation of basic Administration/ Business Administration/Finance principles,
- Knowledge of Staff employment regulations, Code of conduct and Financial Regulations,
- Computer literacy – Pastel Accounting Software and spread sheet,
- A valid Driver's licence.

Attributes:

- Visionary
- Self-driven
- Innovative and creative
- Patient
- Integrity
- Attentive to detail
- Team builder
- Deadline-oriented