



EXTERNAL ADVERTISEMENT

Society for Women and AIDS in Africa Lesotho (SWAALES) is a non-government organization implementing Karabo ea Bophelo Project in the 25 Community Councils of Maseru, Qacha`s Nek, Butha-Buthe, Thaba Tseka and Mohale`s Hoek Districts.

SWAALES is seeking an enthusiastic, energetic and motivated Finance and Admin Officer to undertake the duties outlined below;

Position	Work Experience	Educational Qualifications	Duties and Responsibilities	Skills or Key Competencies
Finance and Admin Officer x 1 Based in Maseru district	At least 5 years practical experience in NGO or USAID funded projects working in finance department.	Diploma/Bachelor`s degree in Finance from a locally recognized institute.	Position Overview: The Finance and Admin Officer will assist with the preparation of organizational budgets and their implementation in alignment with the specific project financial guidelines and International Financial Reporting Standards. The SWAALES financial policies and procedures will also be a major point of reference.	<ul style="list-style-type: none"> - Should have a strong ability to manage Accounting Packages preferably PASTEL. - A valid driver`s license will be an added advantage.

			<p>Responsibilities include, but not limited to the following:</p> <ul style="list-style-type: none">• Drawing up of monthly, quarterly, and annual plans and ensuring proper maintenance of all SWAALES accounts and their input into the financial management systems.• Assist in implementation and accountability of funds secured by SWAALES.• Assist in implementation of all matters related to disbursement of funds including issuing of cheques and banking.• Promote work and professional ethics by upholding and enforcing the highest standards of behavior in SWAALES (professional work ethics).• Assist in maintaining the organizational fixed assets.• Safeguarding of all finance material and assets.• Assist in ensuring there is enough supporting documentation before initiating payment and imputing all vouchers into the system.• Ensuring the backup of all finance documentations (hard and soft copies).• Ensuring regular scanning of all finance document and updating to the external filing media.• Ensuring Petty Cash maintenance.• Attending to all matters pertaining to Revenue Services Lesotho (RSL).• Performing any other duty as may be assigned by the supervisor.	
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Interested candidates should submit application letter, detailed CVs, certified copies of certificates and transcripts, certified identity document, two reference letters. All applications must be emailed to: info@swaales.org.ls on or before, Friday, 06th October, 2023.

Applications will be accepted through the email provided **only**. No hard copies will be accepted. Late applications will not be considered.

Failure to comply with the above instructions will result in the application being disqualified.

For more details contact 22325322. Applicants not contacted in 2 weeks from the closing date can assume that their application has not been successful. **Only shortlisted candidates will be contacted.**