

Terms of Reference

For

Finance Officer

Organisation	Skillshare Lesotho
Job Title	Finance Officer
Contract	12 Months fixed term Contract.
Reports to	Finance and Administration Manager
Supervisory Responsibility	Finance Assistant
Number of Positions	1 Position.
Duty Station	Maseru

Job Purpose

Assist the Finance Manager in the routine management of Skillshare Funds and act as the primary contact person on matters of finance requests from other Skillshare departments.

Main Duties and Responsibilities.

- Assisting with preparation of donor budgets
- Monitor organizational bank accounts
- Prepare and Submit taxes to the Lesotho Revenue Authority
- Assists the finance manager in preparing the donor financial reports
- Prepare bank reconciliations
- Process payments to suppliers
- Ensure transactions are properly recorded and captured daily in the system
- Maintain financial information and records for the projects and Skillshare
- Assist in preparation of year-end audit
- Manages the petty cash
- Maintain the assets register
- Perform other related duties as required by the Finance and Administration Manager
- Manages Staff Accounts(staff advances, liquidations and reconciliations)
- Ensure that all disbursements have complete and legitimate supporting documentation.
- Review all expense supporting documentation to ensure compliance with the organisations

policies and appropriate prior to obtaining approval and processing of payments

Education Qualifications

- Bachelor's Degree majoring in Accounting or related qualifications.
- At least 3 years of working experience with Donor Funded Projects in similar positions.

Expertise and Skills

- Prior experience of managing or working with Female Sex Workers in Lesotho
- Solid organizational skills with attention to details and multitasking skills
- Experience with project management practices and tools to create, manage and track project performance, cost and verify scope
- Experience creating work breakdown structures (WBS)- translate requirements into tasks
- Competency in MS Tools and applications (Word, excel and PowerPoint)
- Able to work with persons of different sexual orientations and economic activities.
- Proven experience of managing volunteers and working with health related matters
 - Exceptional verbal, written and presentation skills
 - Strong analytic and problem solving skills
 - Ability to work with large and diverse teams of female sex workers
 - Ability to work effectively under pressure both independently and as part of a team
 - Ability to work in a multi-ethnic and multi cultural setting

HOW TO APPLY:

Please hand deliver a current CV along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho,

Address the Applications to the;

Executive Director

Skillshare Lesotho

42b Old Europa

UN Road, Opposite Maseru Golf Club

Applications are hand delivered at Skillshare Lesotho. It's situated opposite Maseru, Golf Course, 42b Old Europa, UN Road.

Deadline for applications: 9th August 2018 at 4:00PM.