

NATIONAL ASSEMBLY CIRCULAR NOTICE NO. 2 OF 2021

**NATIONAL ASSEMBLY
P.O. Box 190
MASERU – 100**

23rd AUGUST , 2021

REF: NA/CIR/1

**TO: ALL PRINCIPAL SECRETARIES
ALL HEADS OF DEPARTMENT
ALL DISTRICT ADMINISTRATORS**

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

Applications are invited from suitably qualified local candidates for the position of Finance Manger tenable at the National Assembly.

MINISTRY/DEPARTMENT : NATIONAL ASSEMBLY
DEPARTMENT : ADMINISTRATION
JOB TITLE : FINANCE MANAGER
GRADE : I
NO. OF POSITIONS : 1
RESPONSIBLE TO : CLERK TO THE NATIONAL ASSEMBLY

MAIN PURPOSE OF THE JOB

Under the general supervision of Clerk to the National Assembly, the incumbent is responsible for preparing annual budget estimates, managing revenue collection, monitoring expenditure, managing cash and preparing financial statements for the National Assembly.

MAIN DUTIES

1. To coordinate implementation of financial laws, policies, guidelines, systems, procedures and standards

1.1 Establishes a program for maintaining controls over financial processes

1.2 Provides guidance and support to ensure that set standards are met

1.3 Facilitates training of accounting staff on financial laws, policies, guidelines, systems and procedures

1.4 Assesses Compliance with Financial laws, policies, guidelines, systems and procedures

2. To monitor implementation of systems, procedures and standards

2.1 Facilitates the implementation of systems and procedures

2.2 Researches and conducts reviews on systems and procedures to identify areas which need to be improved

2.3 Recommends changes to improve delivery of services

2.4 Assesses the impact of the standards

3. To coordinate preparation of annual budget estimates

3.1 Presents the divisional/departmental priorities in preparation of the Budget Framework Papers

3.2 Facilitates preparation of the annual budget estimates

3.3 Supervises the recording of the Estimates into the system

4. To monitor revenue collection and expenditure against budget

4.1 Compares actual revenue collected and expenditure against the budget

4.2 Applies for virement where there are insufficient funds

4.3 Identify Journal entries required and make adjustments

5. To manage trust monies

5.1 Posts trust monies received

5.2 Supervises trust money payments

5.3 Facilitates reconciliation and preparation of financial reports on trust monies

6. To monitor collection and banking of non-tax revenue

6.1 Verifies bank statements with deposit slips and bank deposit slips with receipts issued

6.2 Confirms posting of receipts and adjustments into the system

7. To monitor reconciliation of revenue bank accounts

7.1 Approves bank statements

7.2 Reviews reconciliation report

7.3 Instructs the bank to make correcting entries

7.4 Approves and submits for certification

8. To facilitate provision of custody and control of accountable documents

8.1 Monitors adherence to set standards and procedures for safeguarding accountable documents

8.2 Monitors usage of accountable documents

8.3 Manages procurement and distribution of accountable documents

9. To facilitate preparation of financial statements and reports

9.1 Supervises preparation of monthly, quarterly and annual financial statements and reports to the Chief Accounting Officer for approval

9.2 Checks and submits monthly, quarterly and annual financial statements and reports to Finance Director

10. To supervise and manage staff

10.1 Initiates regular team building events to motivate and encourage staff

10.2 Coordinates formulation and implementation of sectional annual operational plans

10.3 Allocates duties to all accounting staff to ensure implementation of plans

10.4 Conducts annual performance appraisals on individual supervisees to assess their performance against the set standards and to identify training and development needs.

10.5 Coordinates preparation and implementation of sectional budget.

10.6 Maintains staff discipline

JOB SPECIFICATIONS

Education and Training

Chartered Accounting/Master's Degree in Accounting/Finance/Financial Management plus 3 years working experience at a managerial level in accounting and finance environment.

OR

General Accounting/CIPFA Advanced Diploma/Bachelor's Degree in Accounting/Finance/Financial Management/Business Administration plus 4 years working experience at a managerial level in accounting and finance environment.

OR

CIS plus General Accounting /CIPFA Diploma plus 7 years working experience at middle management in an accounting and finance environment.

NB: Membership with a recognized Accounting or Finance Professional Body will be an added advantage.

Other Relevant Knowledge

- Knowledge of Public Sector Accounting is an added advantage.
- Familiarity with the Public Finance and Accountability Act 2011 and related regulations is an added advantage.
- Knowledge of Generally Accepted Accounting Practice, especially the International Public Sector Accounting Standards or International Financial Reporting Standards, is essential.
- Computer literacy is a must.
- Familiarity with IFMIS operations or any computerized accounting system is an added advantage.

Personal Competencies

- Ability to work with colleagues from varying backgrounds.
- Strong analytical, problem solving and conceptual skills.
- Solution and results focused.
- Ability to work under pressure and deliver results within strict deadlines.
- Attention to details and time conscious.

Other competencies

Applicants must pass a competency assessment test.

Applications on relevant forms G.P 104 for serving officers and G.P. 103 for job seekers duly accompanied by certified copies of educational certificates, Curriculum vitae (CV), performance appraisal forms (for serving officers) and transcripts should be hand delivered or addressed to:

HUMAN RESOURCES DEPARTMENT
PARLIAMENT BUILDING
P.O. BOX 190
MASERU – 100

ON OR BEFORE ,23RD September, 2021.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

**ADV.L.F. MAEMA KC
CLERK TO THE NATIONAL ASSEMBLY**

SIGNATURE:

DATE:

