

**MINISTRY OF FORESTRY, RANGE & SOIL CONSERVATION
CIRCULAR NOTICE N0-04 OF 2017**

**MINISTRY OF FORESTRY, RANGE &
SOIL CONSERVATION**

P.O. BOX 774

MASERU 100



09th January 2018

FLR/CIRC/2

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

COPY: GOVERNMENT SECRETARY

PRIVATE SECRETARY TO HIS MAJESTY

PRIVATE SECRETARY TO THE PRIME MINISTER

SECRETARY – PUBLIC SERVICE COMMISSION

OFFICE OF OMBUSMAN

CLERK TO THE NATIONAL ASSEMBLY

CLERK OF THE SENATE

ATTORNEY GENERAL

AUDITOR GENERAL

ACCOUNTANT GENERAL

DIRECTOR – IEC

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**APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED LOCAL CANDIDATES FOR
THE FOLLOWING POSITIONS IN THE MINISTRY OF FORESTRY, RANGE AND SOIL
CONSERVATION.**

1. FINANCE OFFICER

MINISTRY : FORESTRY, RANGE & SOIL CONSERVATION

DEPARTMENT : ADMINISTRATION

GRADE : G

RESPONSIBLE TO : ASSISTANT FINANCE MANAGER

NO OF POSITIONS : ONE (1)



MAIN PURPOSE OF THE JOB

Under the general supervision of the Assistant Finance Manager, the incumbent is responsible for revenue collection, banking of cash, prompt payment of suppliers of goods, services and works, keeping proper records for revenues, expenditures, assets and liabilities, and supervising subordinate accounting staff.

MAIN DUTIES

1. To supervise payment process
 - 1.1 Checks supporting documents against the payment vouchers
 - 1.2 Approves, print and sign payment voucher
 - 1.3 Unholds the payment
 - 1.4 Submits payment vouchers for examination
 - 1.5 Distributes cheques

2. To supervise and account for revenue and trust monies collected

- 2.1 Receives and registers receipt books and revenue stamps
- 2.2 Issues receipt books and revenue stamps to revenue collectors
- 2.3 Checks that revenue collected corresponds with receipts issued

2.4 Accounts for cash collected and receipt books issued

2.5 Analyses revenue collected according to the denominations

2.6 Books revenue collected into the system

2.7 Keep proper record of all financial transactions related to, but not limited to, revenues, expenditures, assets and liabilities, under his/her responsibility

2.8 Issue acknowledgement receipts

3. To bank revenue collected

3.1 Prepares collector's statement and deposit slips

3.2 Deposits collections in the bank

3.3 Accounts for deposits through bank confirmation slips

4. To supervise staff

4.1 Implements sectional annual operational plan.

4.2 Ascertains implementation of individual work plans

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

4.4 Organise training for accounting staff

4.5 Implements the budget

4.6 Disciplines staff under his/her supervision

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JOB SPECIFICATIONS

Education and Training

Bachelor of Commerce (Accounting), or Bachelor of Accounting, or recognized equivalent accounting degree

Plus

Three (3) years working experience in an accounting/finance related field

Or

General Accountant or recognized equivalent professional accounting qualification

Plus

Two (2) years working experience in an accounting/finance related field

Membership of a recognized professional body is essential.

Other Relevant Knowledge

- Familiarity with the Generally Accepted Accounting Practice (GAAP), especially the International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS), is essential
- Familiarity with the Integrated Financial Management and Information System (IFMIS) is an added advantage
- Knowledge of Public Service Act and Regulations is an added advantage
- Knowledge of Procurement Regulations, Treasury Regulations and Public Financial Management and Accountability Act is an added advantage
- Computer literacy is essential

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Applications on relevant Forms, GP 103 for non-serving officers and GP 104 for serving officers accompanied by certified copies of educational certificates and transcripts should be addressed to:

**THE PRINCIPAL SECRETARY
MINISTRY OF FORESTRY, RANGE AND SOIL CONSERVATION
P.O. BOX 774
MASERU 100**

OR
Hand delivered to the Registry office at the ministry of Forestry, Range and Soil Conservation

Not later than Friday 02nd February 2018

N. MATETE(MR)
PRINCIPAL SECRETARY



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