

**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

YOUR PROSPERITY, OUR PRIDE

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

1. ASSISTANT FINANCE MANAGER

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

DEPARTMENT : **ADMINISTRATION**

DIVISION : **ACCOUNTS**

GRADE : **H**

MAIN PURPOSE OF THE JOB

Under the general supervision of Finance Manager, the incumbent is responsible for implementing payments processing policy, supervising payment processing and providing custody and control of financial documents

MAIN DUTIES

1. To implement the payment processing policy
 - 1.1 Sensitises and trains accounting staff on payment processing policy
 - 1.2 Compiles the training report
 - 1.3 Evaluates the impact of training
2. **To supervise processing of payments**
 - 2.1 Implements set standards for processing of payments
 - 2.2 Posts payments
 - 2.3 Voids spoiled payments
 - 2.4 Coordinates timely processing of payments
 - 2.5 Facilitates printing and dispatch of cheques and bank transfers
 - 2.6 Signs Cheques and bank instruction
4. **To provide custody and control of cheque stationery**
 - 4.1 Safeguards cheque stationery
 - 4.2 Issues out cheque stationery
 - 4.3 Keeps record of issued cheque stationery
 - 4.4 Supervises maintenance, control, usage and disposal of cheque stationery
5. To provide custody and control of financial records
 - 5.1 Implements systems and measures for maintenance and disposal of financial records
 - 5.2 Authorises release of financial records
5. **To supervise staff**
 - 5.1 Formulates and implement sectional annual operational plan.
 - 5.2 Coordinates development of individual work plans
 - 5.3 Monitors implementation of sectional operational plan

- 5.4 Conducts annual performance appraisals on individual supervisees to assess their performance against the set standards and to identify training and development needs.
- 5.5 Coordinates training of accounting staff
- 5.6 Compiles sectional budget.
- 5.7 Supervises staff to ensure that work is done according to plan
- 5.8 Disciplines staff under his/her supervision

JOB SPECIFICATIONS

Education and Training

Chartered Accountant



Plus

Three (3) years working experience at a senior management level in an accounting environment.

Or

General Accountant plus a Bachelor's Degree in Business Management or related graduate degree
Plus

Four (4) years' working experience at a senior management level in an accounting environment.

Or

General Accountant

Plus seven (7) years working experience at a senior management level in an accounting environment.

Or

Bachelor's Degree in Accounting and Finance

Plus 8 years working experience at a senior management level in an accounting environment.

The incumbent must be a member of a recognized professional accounting or finance body.

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, 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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