

Lehakoe Recreation & Cultural Centre

Main duties

Key performance areas/Responsibilities:

- Supervise and ensure that all finance-related functions and duties are undertaken with the required efficiency and effectiveness;
- Analyse financial performance and prepare monthly and quarterly management accounts;
- Assists in the development and implementation of facility's goals and priorities relating to financial management, budget, accounting, purchasing, and payroll;
- Ensure timely and accurate payment of the Centre's expenses;
- Ensure that records of fixed asset are properly maintained and reconciled to the electronic Fixed Assets Register;
- Ensure that a sound general ledger (GL) is maintained at all times;
- Assist in the development of internal controls across the Gymnasium and Clubhouse;
- Ensure that all financial reporting meet the regulatory and legal requirements, including monthly tax filing;
- Coordinate preparation of external audit material and ensure implementation of recommendations;
- Monitor and project daily cash flows; reviews and executes deposits for the Centre's cash receipts from daily activities;
- Ensure reconciliation of all accounts, including bank, debtors, creditors etc;
- Ensure correct and accurate computation of staff-related payments, including salaries;
- Monitor and evaluate the performance of all officers in the Accounts unit.

Competency Requirements for the Position:

- Must be a Chartered Accountant OR CIMA holder with 3 years' relevant experience; OR B. Comm. with General Accounting and 5 years' relevant experience;
- Knowledge of ACCPAC (SAGE Erp) is highly essential;
- Proficiency in Microsoft Office applications is a must-have;
- Should have at least 2 years of managerial experience.

Skills and competencies:

- Excellent interpersonal and leadership skills;
- Excellent communication skills;
- Extensive knowledge of general and cost accounting, and experience in budget preparation.
- Excellent numerical and analytical skills;
- Knowledge of the IFRS and GAAP;
- Ability to work under tight deadlines.

Letter of application, certified copies of certificate and transcripts, detailed curriculum vitae and names of three (3) referees should be hand delivered to:

The Human Resources Manager, Lehakoe Recreation & Cultural Centre (LRCC), Corner, Parliament & Moshoeshoe Rds, P. O Box 1130, Maseru 100

The deadline for submission of applications is **9th of June,2023**

Kindly Note:

- Incomplete applications will not be considered.
- Only short listed candidates will be contacted.