

The National University Of Lesotho



EXTERNAL VACANCY

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| POST NO. | 1151 |
| DEPARTMENT | BURSAR |
| LOCATION | NATIONAL UNIVERSITY OF LESOTHO |

The National University of Lesotho invites applications from suitably qualified candidates for the position of **Accountant- Bank Reconciliations**.

1.0 MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Diploma in Business Studies plus Technician Accountant or Degree in Bcom accounting with two years' experience in bank reconciliations or treasury management.
- Knowledge of Integrated Tertiary Software and other similar Accounting packages will be an added advantage

2.0 JOB SUMMARY

The Accountant – Bank Reconciliations, reporting to the Senior Finance Officer - Treasury. He/she will be responsible for reconciliation of cashbooks to the General Ledger and the Bank Statements.

3.0 DUTIES AND RESPONSIBILITIES

- Performing daily and/or monthly reconciliations of bank accounts. Identifying unknown items, researching outstanding transactions, making necessary corrections/adjustments and following up on any unusual or unresolved outstanding reconciliation items.
- Ensuring that all aged, outstanding items are investigated and cleared.
- Resolving all banking queries from University's Banker that includes transactions happening at Regional Centres and other agencies of the University.
- Providing queries assistance on bank account reconciliations items to other staff members of the Bursary and University.
- Identifying areas of processes that need improvement to increase efficiency of the University treasury matters.
- Advice on the reviews when required to ensure that internal controls procedures are adequate, to enhance good accounting processes and controls of the treasury management.
- Providing accurate, timely, daily, weekly and monthly reconciliations reports.
- Preparing the audit of the reconciliations functions as requested by internal and external auditors of the University including special investigations.
- Performing any other related duties as may be requested by the supervisors from time to time.

4.0 **KNOWLEDGE, SKILLS AND ATTRIBUTES/ABILITIES**

- Self-starting personality with the ability to work independently and make decisions. Ability to prioritize and manage multiple responsibilities simultaneously.
- Experience in researching bank entries including internet banking and wire transfer payments to ensure they are recorded correctly.
- Ability to work effectively in a team environment that is rapidly changing.
- Able to meet tight deadlines on multiple priorities.
- Ability to work independently and overtime under tight time constraints as required at peak reporting periods.
- Experience working in high volume reconciliations
- Extensive and in-depth knowledge of personal computers, IT applications, on-line computerised and integrated financial and information system.
- Excellent excel & PC modelling skills
- Strong verbal and written communication skills
- An understanding of accounting concepts and principles

5.0 **RENUMERATION**

The University offers salaries and benefits commensurate with qualifications and experience.

6.0 **TYPE OF CONTRACT**

Permanent and pensionable/gratuitable for Locals and Contract for Non-Locals.

7.0 **INFORMATION REQUIRED FROM CANDIDATES**

- (a) Application letters should state relevant qualifications and experience and provide other information that will assist the University to determine the candidate's suitability for the position.
- (b) Applicants should quote the vacancy number of the post applied for;
- (c) Provide current CV's (including telephone, telefax and e-mail).
- (d) Provide **names** and **contact details** of three (3) professional references from Lead Consultants, Project Managers and Employers (current or previous).
- (e) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.
- (f) All applications **must bear** Post numbers.

Applications should be hand delivered OR post to:

The Director - Human Resources
National University of Lesotho
P.O. Roma 180 Lesotho
Southern Africa

The closing date for receiving full applications for the position is 13th September, 2019.

DISCLAIMER: Applicants who do not receive any response within three months after the closing date must consider their application unsuccessful.

