PROJECT ACCOUNTANT

I PROJECT BACKGROUND

Lesotho Integrated Transport, Trade and Logistics Project (LITTL-P)

The project aims to improve climate-resilient regional connectivity on the Katse to Thaba Tseka road corridor, increasing logistics efficiency and improving border facilities in Maseru, Ficksburg and Qacha's Nek' border posts.

The project is designed around three main components (and the Contingency Emergency Response Component) to be implemented by Lesotho, with several sub-components to be further developed in collaboration with South Africa:

(i) Development of road corridor infrastructure

(ii) Regional Integration and Logistics

(iii) Technical assistance to support project implementation and capacity building to assist project implementation.

II OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

2.1 Objectives

A Project Accountant with suitable work experience and qualifications will be specifically hired to:

1. Assist the Roads Directorate Finance Division in financial management and disbursement through provision of advice and documents, and with the implementation of the project Financial Management System that was agreed with the World Bank.

2. While carrying out functions in accordance with the Financial Management System and disbursement procedures specified in the Financing Agreement, and those outlined in the Project Operational Manual.

2.2 Scope of Work

Her/his scope of work will include, amongst others, the following tasks:

- Maintain books of accounts for the project consistency with international account standards, project description, and cost tables:
- Ensuring that all accounting records and bank accounts are up-to-date using the financial management system (TOMPRO)
- Preparing monthly bank reconciliation for all bank accounts, and reconciliation of subsidiary accounts.
- Preparing withdrawal applications: direct payments, replenishments of special accounts;
- Preparing Cash Flow forecasts in consultation with the Director of Finance and the Project Coordinator (Director Road Network Planning)
- Support the Roads Directorate in the preparation of Quarterly and Annual Financial Reports, as well as timely reporting to the Director of Finance and Project Coordinator (Director Road Network Planning) on material variances.
- Ensuring compliance with operating procedures of the Roads Directorate and the World Bank, e.g. Procurement, Disbursements, Special Accounts, Special Commitments, etc.;
- Liaising with the external auditors and following up any audit queries/management letters;
- Ensuring organized records and filing of financial transactions.
- Data capturing in the financial management system (TOMPRO), (certificates, suppliers' invoices, payment vouchers, etc)
- Preparation of payment vouchers through the financial management system.

- Capturing assets in the assets register, tagging of all fixed assets and keeping an updated asset register for LITTL-P.
- Preparation of payroll and other related issues for LITTL-P

III REPORTING

In the performance of this contract, the Project Accountant shall report directly to the Finance Manager. He/she will work closely with the Roads Directorate staff and other entities responsible for the Project activities.

IV QUALIFICATIONS

The candidate for this position should demonstrate sound experience as a qualified project accountant. S/he should possess oral and written communication skills and have worked in similar projects. Specifically, s/he should have the following minimum qualifications:

a) Registered Accountant, (CA will be an added advantage) or University degree in Finance or Accounting.

b) At least an accounting registration in one professional order of certified accountants.

c) At least five (5) years of proven work experience in accounting, using computerized accounting systems

d) At least five (5) years of work experience in similar projects financed by international multilateral institutions in a similar position;

e) Experience in projects financed by the World Bank using its disbursement guidelines and procedures will be an added advantage;

f) Should have strong computer skills, including working knowledge of Microsoft Word, Excel, computerized accounting systems, and reporting tools applications;

V DURATION OF THE ASSIGNMENT

The duration of the assignment will be for 12 months, on a full-time basis, with possible extension upon satisfactory performance during the Project implementation.