



# Christian Health Association of Lesotho

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## EXTERNAL ADVERTISEMENT

Christian Health Association of Lesotho (CHAL) is a network of churches' owned health facility including 8 hospitals, 71 Health Centres and 4 Nursing Training Institutions throughout the country. It is constitutionally mandated to facilitate participation of Christian churches in ensuring that the right to health for all is upheld to the highest quality. The Association collaborates with various partners in delivering health care services to fulfil its mandate and as such implements various donor funded projects to promote good health for all Basotho. CHAL therefore, invites suitably qualified candidates for the following positions:

### PROJECT ACCOUNTANT

The Primary functions of this position is to safeguard donor funds by ensuring that CHAL/Jhpiego project has functional financial management, accounting and reporting system in place to manage a variety of funds. Particular focus will also be to ensure compliance and adherence to CHAL policies and procedures, Local and US Legislatures as appropriate

### RESPONSIBILITIES:

#### 1. Maintenance of the Project's books and Records

- 1.1 Prepare and record all financial transactions in the books of accounts
- 1.2 Process cashbook entries for all purchases or expenses in the Cashbook or Payment journals
- 1.3 Process payments/receipts for inter-projects payments especially for petty cash expenses
- 1.4 Maintain an updated debtor's record monthly
- 1.5 Maintain an updated Inventory and Assets register for the projects

#### 2. Ensure Payment of Bills and Invoices

- 2.1 Prepare payment of approved bills and invoices timely
- 2.2 Prepare approved imprest request for the project
- 2.3 Deliver payment vouchers and cheques for signing
- 2.4 Compile monthly timesheets from the sites to facilitate preparation of the payroll
- 2.5 Prepare payment of salaries for project staff on a monthly basis
- 2.6 Prepare and submit to LRA PAYE for project staff monthly
- 2.7 Collect and compile invoices for fuel and lubricants for approval before payment

#### 3. Ensure timely payment of rent and utilities for project's sites;

#### 4. Administrative Activities

- 4.1 Keep and maintain the payment vouchers, invoices and also financial information of the project
- 4.2 Record and file all the correspondence of the project
- 4.3 Participates in the project's meetings and shall keep the minutes and any other agreements of the projects
- 4.4 Compile monthly timesheets from the sites for submission to HR department for preparation of the payroll

**5. Ensure proper and availability of the books and records the supporting documents for annual audit**

**QUALIFICATIONS AND OTHER EXPERTISE**

Bcom Accounting or General Accounting with 3 years working experience, preferably 2 years' knowledge and experience in USG contractual requirement and regulations; planning and organising

Excellent time management

Proven ability to work as a team member with limited supervision and deadline driven

Good communication skills written and verbal skills

Proficiency in Microsoft office including Excel and also Pastel Accounting software

**Key Performance**

1.1 Timely payment of approved invoices and bills

1.2 Ensure timely submission of PAYE returns and other tax claims

1.3 Performance of day to day activities in recording of financial transactions

1.4 Safeguarding project's inventory and assets

**PERFORMANCE INDICATORS**

1.0 Available ledgers, journals and also updated Cashbook

2.0 Record of Receipts and Payments

3.0 Registered paid cheques

4.0 Available Receivables records