



## EXTERNAL VACANCY ANNOUNCEMENT

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The Supreme Audit Institution of Lesotho (SAI-L) is an independent Audit Institution in Lesotho. It is responsible for promoting accountability, transparency, and value for money in the use of public funds by providing quality audit services to improve the economic, efficient and effective service delivery to the citizens of Lesotho. SAI-L achieves this through audits, and reports on the Government of Lesotho's Consolidated Fund and Public Stores, to provide an overall opinion on the accounts.

SAI-L invites applications from suitably qualified local candidates for the following position:

<b>JOB TITLE</b>	<b>: FINANCE &amp; ADMINISTRATION MANAGER</b>
<b>NO. POSTS</b>	<b>: 1</b>
<b>RESPONSIBLE TO</b>	<b>: DEPUTY AUDITOR-GENERAL</b>
<b>RESPONSIBLE FOR</b>	<b>: FINANCE &amp; ADMINISTRATION OFFICER</b>

### CORE DESCRIPTION

To coordinate and manage the Supreme Audit Institution of Lesotho (SAI-L) finance and administrative functions by ensuring compliance with administrative policies and procedures, effective contracts and inventory management, and the safety and security of assets while providing sound financial and accounting services including budgeting, planning, and financial reporting to support informed decision-making and the achievement of organisational objectives.

### KEY RESPONSIBILITIES

#### 1. FINANCE

- a) Verifies general vouchers, and scrutinize all invoices.
- b) Conducts reviews of the SAI financial performance, develops budget forecast and budget adjustments for a suitable institutional financial position.
- c) Prepares and develops the SAI end of year budget performance reports.
- d) Ensures effective coordination of the budget preparation, process and consolidation of draft sub-budgets from various programmes, divisions and departments.
- e) Supervises the staff under him/her and formally appraises their performance

- f) Ensure timely preparation of corporate budget and annual budget by consulting and coordinating all directors and heads of departments.
- g) Submission of the draft consolidated budget to management for presentation to the Ministry of Finance and Audit Advisory Committee for discussion, verification, prioritization, endorsement and approval against set SAI strategic objectives.

## **2. ADMINISTRATION**

- a) Develops annual activity plan and budget for the section and implements as approved.
- b) Ensures that the office is maintained in a functional manner and that there are minimal or no disruptions in the running of the office.
- c) Develops and executes support systems for ancillary services including security, safety, preventive maintenance and parking management.
- d) Manages transport policy including overseeing company fleet and organizing parking of vehicles within office premises.
- e) Provides logistical support for annual events, conferences, seminars and other functions of the SAI organized from time to time.
- f) Ensures entry visas, accommodation and transport for the office and official visitors.
- g) Ensures effective management of all official records and correspondence in liaison with the Registry supervisor.
- h) Ensures cleanliness of office premises.
- i) Communicates information on administrative policy and procedural changes to staff.
- j) Compiles monthly, quarterly and annual reports of the administration department.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Chartered Accountancy (CA) plus 5 years' experience in managing finance, 3 years' of which should be at middle management level.

## **COMPETENCIES**

- i. Budget Management
- ii. Revenue, Expenditure & Costing
- iii. Financial Management & Reporting
- iv. Public Sector Financial Procedures & Policies
- v. Financial Planning & Forecasting
- vi. Policy Development & Implementation
- vii. Office Administration
- viii. Integrity & Ethical conduct
- ix. Business Acumen

## **JOB APPLICATION SUBMISSION**

Interested applicants may visit the Office of the Auditor-General's website for detailed job descriptions at: [www.auditorgeneral.org.ls](http://www.auditorgeneral.org.ls)

Applicants must submit a motivational letter, CV, certified copies of educational certificates, transcripts, and ID to the Human Resources Office, Supreme Audit Institution of Lesotho (SAI-L), 4<sup>th</sup> Floor, Finance House, Maseru, Lesotho. The closing date for applications is **24<sup>th</sup> FEBRUARY 2026** at 5:00 pm, only shortlisted candidates will be contacted.