



Radiation Protection Agency

POSITION	Accountant x 1
REFERENCE NO.	FAHR01/26
DIVISION	Finance, Admin & HR
LOCATION	Maseru
The Radiation Protection Agency (RPA) is a statutory body responsible for regulating the safe use of ionizing radiation to protect people and the environment from harmful effects of ionizing radiation in Lesotho. <u>Key Responsibilities</u> • Preparing and maintaining accurate financial records and accounting reports. • Processing payments, receipts, journals, and other financial transactions. • Assisting in the preparation of annual budgets, cash flow forecasts, and financial plans. • Preparing monthly, quarterly, and annual financial reports. • Maintaining the general ledger and ensuring proper reconciliation of accounts. • Monitoring budget implementation and reporting on variances. • Assisting in the preparation of financial statements and audit schedules. • Ensuring compliance with applicable financial regulations, accounting standards, and internal controls. • Managing payroll processing and statutory deductions. • Assisting in procurement and asset management processes as required. • Supporting external audit activities. • Maintaining proper custody of accounting records and financial documentation. • Performing any other duties assigned from time to time. <u>Minimum Qualifications</u> • GA, Bachelor's Degree in Accounting, Finance, Commerce or a related field. <u>Experience</u> • At least 3 years of relevant accounting or financial management experience.	

- Knowledge of accounting principles, financial reporting standards, and public sector financial management practices.
- Experience with computerized accounting systems and financial management software.

Experience in a government, statutory body, or regulatory environment will be an added advantage

Competencies and skills Requirements

Communication Skills

- Ability to prepare clear and accurate financial reports.
- Strong written and verbal communication skills.

Interpersonal Skills

- Ability to work effectively with colleagues, auditors, suppliers, and other stakeholders.
- Strong teamwork and relationship management skills.

Problem-Solving Skills

- Ability to analyse financial information and identify discrepancies.
- Strong analytical, organizational, and attention-to-detail skills.

Other Attributes:

- High level of integrity, confidentiality, and professionalism.
- Strong organizational and time-management skills.
- Computer literacy with proficiency in Microsoft Office applications, particularly Excel.
- Knowledge of accounting and financial management software.
- Ability to work under pressure and meet reporting deadlines.

Remuneration

An attractive remuneration package commensurate with qualifications, experience, and the Agency's approved salary structure will be offered to the successful candidate.

Employment type

Permanent and pensionable terms

Information required from candidates

- Signed application letters stating the position;
- Applicants should **quote** the reference number of the post applied for;
- Provide CV's (including telephone and e-mail contact details) and certified copies of educational certificates and transcripts;
- Certified copy of an Identity Document.

All applications should be hand delivered or emailed to recruitment@rpa.org.ls and addressed to:

Human Resource Manager
Radiation Protection Agency
P.O. Box 13686
Old LNDC Building, 4th Floor

The closing date for receipt of applications is **3rd July 2026 at 4:30 p.m.**
Only shortlisted candidates will be contacted.

NB. ALL THE ATTACHMENTS (APPLICATION LETTER, CV, CERTIFICATES, & ID) SHOULD BE EMAILED IN PDF FORMAT