Revenue Services
Lesotho

JOB PROFILE

1. JOB DESCRIPTION

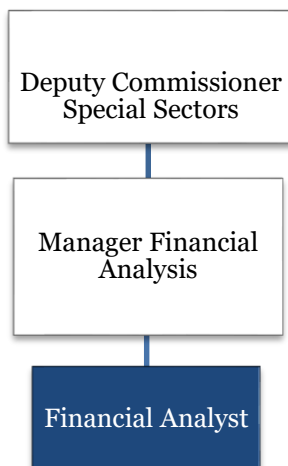|	
Job Title:	**Financial Analyst**
Work Location:	**RSL Head Office**
Division:	**Core Operations**
Grade: C4	**Last reviewed: September 2021**

2. JOB PURPOSE

Responsible for analyzing complex financial data and trends of special sectors and Multi-National Enterprises (MNEs) to improve compliance culture, revenue performance and reduce cost of collection.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with two (2) levels above and one (1) below.

Deputy Commissioner Special Sectors

Manager Financial Analysis

Financial Analyst

4. KEY RESPONSIBILITIES

Key Performance Areas	Duties and Responsibilities:
Financial Analysis	➢ Gather financial data in respect of assigned special sectors and MNEs. ➢ Organize the financial information about the special sector and MNEs. ➢ Research and evaluate macro and micro economic trends and conditions. ➢ Analyze historical financial results of the special sector and MNEs. ➢ Generate excel based models to best present data and reports. ➢ Compare Special Sectors tax returns and financial statements against the industry economic performance. ➢ Update special sectors' financial database built within RSL, create file and capture data gathered per client in the special sector. ➢ Support to Special Sector Auditors during TP audits by interpreting financial data. ➢ Recommend the areas that the special sector auditors needs to uncover. ➢ Provide financial analytical reports to CRM to enhance case selection. ➢ Conduct Sector and Entity financial forecasts and projections.
Policies, Systems and Control	➢ Contribute the development of sectional policies, systems, processes and procedures in order to enhance compliance.
Reporting	➢ Provide monthly and quarterly reports on implementation of sectional initiatives for accountability and performance monitoring.

5. Work Conditions

- ➢ Indoor Work
- ➢ National Travel
- ➢ Meetings
- ➢ Beyond normal work hours
- ➢ Electronic Mail
- ➢ Sitting

6. JOB SPECIFICATIONS

1. **Education** *(Minimum education level requirements)*

Qualifications	Bachelor's Degree in Accounting/ Finance/ Economics/ Financial Analysis/ Statistics or equivalent

2. **Experience** *(minimum necessary experience required)*

Bachelor's degree	3 years relevant experience in financial analysis
Experience in Special Sectors (Mining or Telecommunication or Financial Institutions or Cannabis or any other that may be classified as special sector by RSL) will be added advantage	

3. **Training** *(essential training necessary in addition to the above experience to perform the job)*

  ➢ High proficiency in financial modeling techniques
  ➢ Strong fluency with Excel formulas and functions
  ➢ Customs, Excise and Tax Laws training
  ➢ Risk Management

4. **Middle-Management Competencies**

Collaborative Leadership: a leadership approach which emphasizes collaboration with, and therefore ownership by, staff and clients

Agility: dynamic and a possibility-oriented thinking

Service Culture: Prioritizing customer service in all business activities, decisions and every day operations

Innovation: ability to develop innovative solutions for business needs

Accountable: taking ownership; holding oneself and others accountable for delivery; leading in action to resolve issues, open to feedback and critique

Change leader: proactively identifying and driving change in their area; strong change manager

Capability builder: driving talent development; proactively identifying capability gaps and develop strategies to address; good coach for their team

Conflict Resolution: mediates and resolves issues within the team and between the team and other stakeholders

Strategic Thinker ability to solve strategic problems that combine rational and convergent approaches with both innovation and a differentiated thought process

Business Acumen: keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome

5. Professional Certification

Any relevant and recognized professional certification (an added advantage)

6. Core Competencies

Behavioural Competencies
- Collaboration
- Problem solving
- Vigilance
- Influence

Functional Competencies (Technical)
- Strong analytical and data gathering skills
- Good business acumen
- Strong quantitative and analytical competency
- Negotiation Technique
- Advanced knowledge of Excel
- Strong Financial Modeling
- Data Analytics

7. **Values**

> ➢ Teamwork
>
> ➢ Innovation
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> ➢ Professionalism
>
> ➢ Integrity
>
> ➢ Empathy