



UNIVERSAL BYTES

Information Systems & Digital Solutions
Maseru, Lesotho
www.universalbytes.com

Career Opportunity	Finance & Administration Officer
Company	Universal Bytes
Location	Maseru, Lesotho
Department	Finance
Employment Type	Full Time

About Universal Bytes

Universal Bytes is an emerging technology company in Lesotho focused on software development, digital infrastructure, and intelligent business solutions for modern organisations. As a startup with strong potential and growing market traction, we are currently in incubation under the Competitiveness and Financial Inclusion (CAFI) programme, marking an exciting new phase in our growth journey. We are positioning ourselves as a trusted digital transformation partner for businesses, institutions, and government through innovative systems, secure technology solutions, and scalable digital services.

What We Offer

- A unique opportunity to help shape the future of digital business solutions in Lesotho and beyond.
- An inclusive, ambitious, and value-driven work environment.
- Continuous training, professional development, and career growth opportunities.
- Hands-on exposure to high-impact projects across public and private sectors.
- The opportunity to grow with a rising company in an exciting stage of expansion.

Key Responsibilities

- Lead the company's financial strategy, budgeting, forecasting, and growth planning
- Manage invoicing, debt collection, cash flow, payroll, and expense control
- Prepare monthly, quarterly, and annual management reports
- Oversee audits, maintain audit readiness, and manage external auditors
- Ensure tax, statutory, and regulatory compliance, including tender requirements and tax clearance
- Develop financial models to support pricing, procurement, project finance, and strategic decisions
- Strengthen finance systems, internal controls, and reporting processes
- Monitor project profitability, cost efficiency, and overall financial performance
- Manage relationships with banks, regulators, suppliers, and key stakeholders
- Maintain accurate financial records and administrative governance across the business

Minimum Requirements

- Strong knowledge and understanding of automated accounting systems and financial technology
- Proven capability to develop, improve, and revamp finance systems and processes
- Strong financial analysis, reporting, and decision-making skills
- Familiarity with accounting and audit standards (e.g., IFRS), Lesotho tax laws, and regional compliance environments
- Minimum of 3 years' experience in financial management

Qualifications

- Chartered Accountant (CA), OR
- Bachelor of Commerce (BCom) in Finance, Accounting, or related field

How to Apply

Submit your CV and academic qualifications to info@universalbytes.com with the subject line:

Application: Finance & Administration Officer – Your Full Name

Closing Date: 15 May 2026

Only shortlisted candidates will be contacted.