



BOTSWANA AGRICULTURAL MARKETING BOARD

INTERNAL RECRUITMENT

MANAGER-EXPENDITURE

JOB SUMMARY:

The successful candidate will be responsible for building out and leading a comprehensive Board's expense management function, develop a best in class cost management framework consisting of, drivers of expenses, allocation of expenses to various business units, reporting, analytics and discussions with businesses and finance partners.

POSITION REQUIREMENTS

Education: CIMA, ACCA or ACA or equivalent professional qualification.

Experience: At least 6 years post qualification experience, 3 years of which should have been spent at the Accounts Supervisor level, in a computerized accounting environment

Professional Membership: 1. BICA
2. ACCA, CIMA or ACA

Competencies:

Leadership and organizational skills
Communication and interpersonal skills
Assertive and decisive
Problem solving
Policy development and review
Financial management
Cash flow analysis
Budgeting
Strong commercial acumen
Results oriented

Project management skills
Appreciation of Quality
Management System
Presentation skills
Financial modelling
Financial projections
Work ethics

ACCOUNTS OFFICER

JOB SUMMARY:

To accurately process, enter and reconcile accounting documents and information and maintain accounts of prime entry strictly in accordance with laid down accounting procedures, standards and accounting schedules to ensure an accurate and timely record of financial transactions to facilitate the timely preparation of financial statements and reports.

POSITION REQUIREMENTS

Education: Degree in Accounting or equivalent or professional qualification.

Experience: At least 4 years' post qualification experience, 2 years of which should have been spent at the Accounts Supervisory level, in a computerized accounting environment.

Competencies:

- Computer skills and numeracy
- Attention to detail
- Compliance with procedures and deadlines
- Initiative
- Customer focus
- Knowledge of accounting software applications such as ACCPAC or similar packages
- Appreciation of Quality Management System processes
- Inter-personal skills
- Work ethics
- Team Player

SALARY

BAMB will offer a highly competitive remuneration package to the right candidate, commensurate with qualifications and experience.

Applications with detailed CVs and certified copies of certificates should be submitted not later than the **13th OCTOBER 2017** and addressed to:

**Acting Head, HR and Strategy
Botswana Agricultural Marketing Board
Private Bag 0053, Gaborone**

Or email to;

recruitment@bamb.co.bw
NB. We will only respond to shortlisted candidates