



Botswana Accountancy College (BAC) is a Premium Institution with all the hallmarks of a supreme learning environment characterised by an international footprint. BAC is a highly focused business school which is continuously forging relations with renowned international partners i.e universities and global professional bodies. As a learning institute driven by the passion to excel, we are recognised for the quality of our programmes and their relevance to the needs of the economy. We subscribe fully to the growth of Botswana's human capital development agenda and are a key player in the national human resources development and skills capacity building programme. Our vision is anchored on excellence in knowledge production so if you are a professional of distinction, you need to be part of the best of the breed in the knowledge industry.

VACANCY NOTICE

ASSISTANT ACCOUNTANT – (3 YEARS - RENEWABLE FIXED TERM CONTRACT)

TENABLE IN GABORONE

Main Purpose of the Job

To provide financial and administrative support in compliance with the relevant financial standards.

Competencies and Skills Required

- Execution and Delivery
- Management Accounting & Reporting
- Customer focus
- Networking and Partnering
- Risk Management
- Financial Control
- Cash Management
- Financial Accounting
- Financial Systems
- Technical Expertise
- Leading Teams and Building Talent
- Integrity

Key Performance Areas

- Management Accounting & Reporting
- Accounts payable
- Billing and Collection
- Payroll administration
- Execution and Delivery
- Bookkeeping
- Credit Collections
- Fixed Asset Management
- Financial Management

Experience and Qualifications

- Internationally recognized professional qualification and membership such as ACCA, CIMA or BICA.
- At least five (5) years post qualification experience in an accounting/ finance environment.
- Operational knowledge of financial & management accounting, reporting, receivables, payables, and payroll. Demonstrated knowledge of latest developments in relevant financial management practices and standards.

Application Procedure:

All applications accompanied by cover letter, curriculum vitae and certified copies of ID and academic certificates should be e-mailed to recruitment@bac.ac.bw (stating the position being applied for as the subject of the email) before close of business on Friday 3rd May 2024, 1700hrs..

Applications should be addressed to:

Head of Human Resources
Botswana Accountancy College
P/Bag 00319
Gaborone

NB: Botswana Accountancy College will enter into correspondence only with shortlisted candidates.

CONTACT US ON

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