

# VACANCY: FINANCE MANAGER

OVERSEAS DEVELOPMENT ENTERPRISES (BOTSWANA) (PTY) LTD

## POSITION TITLE: FINANCE MANAGER

### KEY ROLES AND RESPONSIBILITIES:

- Manage finance and accounts: From planning resources, budgeting, financial statements and managing teams, to finalising and making submissions to board of Directors and BURS within prescribed deadlines;
- Prepare MIS reports and analysis of financial information;  
Work closely with the IT departments of various clients for the purposes of reporting, developing and
- implementing customised accounting software, and developing financial policies;
- Carry out due diligence exercises and business valuations for customers and new proposals;
- Train, coach and develop trainees and staff.

### QUALIFICATIONS:

- The applicant should be a qualified CA/ACCA/CPA/CIMA/CMA
- An associate or fellow member of Botswana Institute of Chartered Accountants (BICA) or possess eligibility of the same.

### EXPERIENCE:

- A minimum of 15 years in the field of finance and accounting, budgeting, MIS, taxation and financial analysis including working capital management.
- Experience in any accounting software, such as Tally is a pre-requisite;
- Experience in developing financial policies is an added-advantage.
- Experience in the implementation of SAP and other computer applications is an added advantage.

### PERSONAL SPECIFICATION:

- In depth knowledge of accounting, transfer pricing issues and taxation legislation;
- Detail oriented;
- Proficient in English
- Good written and verbal communication skills;
- Proficient in MS Office.

**SUBMISSION:** Applicants must forward thier CV along with a copy of thier ID and certified copies of the relevant certificates to P.O Box 1900, Gaborone, or Email them to [info@trans.co.bw](mailto:info@trans.co.bw) with the subject line “**ADVT AUGUST 2018**” no later than 31<sup>st</sup> August 2018.

Only shortlisted candidates will be contacted over the telephone or via email.

OVERSEAS DEVELOPMENT ENTERPRISES (BOTSWANA) (PTY) LTD

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