

VACANCIES

MAZARS BOTSWANA

Mazars is an international, integrated and independent organization, specializing in audit, accounting, tax and advisory services. Mazars Botswana has over 234 professionals operating from the head-office in Gaborone and six other branches located in Lobatse, Ghanzi, Maun, Selebi-Phikwe, Francistown and Palapye. We currently have the following vacancies.

Position Title: Financial Analyst (2)

Key Roles and Responsibilities:

- Developing, implementing and monitoring customized software for MIS purposes;
- Performing financial forecasting and reporting;
- Working closely with the IT Department to ensure accurate reporting;
- Improving financial status by analyzing results, monitoring variances, identifying trends, and recommending actions to management.

Qualifications:

- The applicant should be a Finance graduate;
- Master's degree in Commerce;
- Qualification in computer applications will be an added advantage.

Experience:

- A minimum of 5 years' experience as a Financial Analyst;
- Experience in any accounting software such as QuickBooks and pastel is a pre-requisite.

Person Specification:

- A team player with strong communication skills;
- Eye for detail and identifying problems;
- An understanding of Financial Advisory Services profession;
- Strong interpersonal skills.

Position Title: Accounts Manager (4)

Key Roles and Responsibilities:

- Overseeing various accounting and taxation functions including conducting and presenting business appraisals;
- Documenting accounting procedures;
- Preparing accounts manuals;
- Producing client reports such as annual financial statements, management reports etc.;
- Managing individual productivity as well as productivity of the team.

Qualifications:

- The applicant should be a CA/ACCA/CPA/ CIMA qualified professional.

Experience:

- A minimum of 5 years' experience in accounting;
- Experience in a supervisory role is a pre-requisite;
- Experience in any accounting software such as QuickBooks, Pastel etc. is a prerequisite.

Person Specification:

- Detail-oriented;
- Proficient in English;
- Proficient in MS office;
- Good written and verbal communication skills.
- Self-driven;
- Results oriented.

Position Title: Audit Senior (5)

Key Roles and Responsibilities:

- Planning and overseeing the auditing process;
- Allocating responsibilities to junior and staff auditors;
- Reviewing team members' work for accuracy and compliance;
- Performing effective risk and control assessments;
- Presenting audit findings and finding ways to increase compliance and efficiency;
- Handling an audit team independently.

Qualifications:

- The applicants shall be a CA/ACCA with minimum 3 years' experience in auditing or part qualified with minimum 5 years' experience of which 3 years shall be in an audit firm
- Candidates who have passed the final exams

of the respective institute and waiting for the membership, will also be considered.

Experience:

- A minimum 3 years' experience in audit.
- she/he should be well-versed with using any audit software, preferably Case Ware.

Person Specification:

- Detail oriented;
- Proficient in English;
- Good written and verbal communication skills;
- Proficient in MS Office.

Position Title: Audit Manager (2)

Key Roles and Responsibilities:

- Managing and co-ordinating at least 2 audit teams simultaneously;
- The candidate should be able to handle a portfolio of clients individually, from planning of the audit to managing audit teams to the finalisation.

Qualifications:

- The applicants should be a CA/ACCA/CPA/ CIMA qualified professional;
- A member of Botswana Institute of Chartered Accountants (BICA), or possess eligibility of the same.

Experience:

- A minimum of 5 years' experience in auditing;
- Experience in using any audit software, preferably Case Ware.

Person Specification:

- In-depth knowledge of audit methodology, accounting and audit standards;
- Detail oriented;
- Proficient in English;
- Good written and verbal communication skills;
- Proficient in MS Office.

Position Title: Senior Audit Managers

Key Roles and Responsibilities:

- Managing and coordinating multiple audit teams simultaneously;
- Running client engagements from start to finish, which includes planning, executing fieldwork on schedule with associate staff as applicable, and completing engagements;
- Identifying problem areas and client issues and proposing solutions to managers and partners;
- Understanding the client's industry, key performance drivers, business trends, and emerging technical and industry developments;
- Supervising, training, and mentoring associates in audit and review process;
- Directly reporting to the engagement partner.

Qualifications:

- The applicant should be a CA/ACCA qualified professional;
- A member of Botswana Institute of Chartered Accountants (BICA) or possess eligibility of the same.

Experience:

- A minimum 8 years' experience in auditing, of which at least 5 years shall be at a managerial level;
- Experience in any accounting software such as QuickBooks, Pastel etc. is a prerequisite.

Person Specification:

- Detail oriented;
- Proficient in English;
- Good written and verbal communication skills;
- Proficient in MS Office.

Applicants must forward their resume & ID, with certified copies of the relevant certificates to P.O Box 401805, Gaborone, OR email them to gbe.recruitment@mazars.co.bw with the subject line "adv January 2020" no later than 12th February 2020. Only shortlisted candidates will be contacted over the telephone or via email.

MAZARS

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