

EXTERNAL ADVERT

Applications are invited from suitably qualified Citizens for the following position

FINANCE DEPARTMENT

I.VACANCY CIRCULAR NO. 2021:04:11(FIN)

ACCOUNTS OFFICER -

JOB PURPOSE

Accountable to the Assistant Accountant, the incumbent will be responsible for the following among others;

- Execute the day-to-day activities of the accounting and finance division in order to ensure timely and accurate preparation of accounts

THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess Bachelor's Degree in Accounting/Finance or related field and membership of an internationally recognized institute of professional accountants.

COMPETENCIES

- Communication
- Planning and organization
- Results Oriented
- Analytical
- Technical Expertise

Fringe Benefits:

These include motor vehicle purchase advance scheme, an optional 50% BUAN funded medical aid plan, group life assurance scheme and a contributory pension scheme.

Method of Application: Applications quoting the vacancy number, the post being applied for and accompanied by detailed CV, true and certified copies of educational/professional certificates, grade transcripts and national identity card, at least 3 recent references of which one should be from the immediate supervisor must be addressed to:

The Director, Human Resources
Botswana University of Agriculture and Natural Resources
Private Bag 0027
GABORONE

OR

Email: recruitment@buan.ac.bw

Hand delivered applications should be submitted to
Records office, Block 300, BUAN.

NB: Only shortlisted candidates will be contacted.

CLOSING DATE: 7/MAY/2021



+267 365 0 100



@BuanOfficial



BUANbw



BuanWorld



BuanLive



info@buan.ac.bw