

## EXTERNAL ADVERTISEMENTS

# JOIN OUR TEAM

Since 1963, we have financed major projects in Botswana predominantly in the Agriculture Sector. We understand that feeding the nation is a calling and a part of our DNA, that is why we are at the forefront of agriculture financing. We are seeking a passionate individual with unique talents and skills, ready to go beyond the call of duty to deliver exceptional performance in pursuit of the Bank's mandate.

## FINANCE MANAGER - (BANKING OPERATIONS)

### MAIN PURPOSE OF THE JOB

Reporting to the Head of Finance, the incumbent will be tasked with ensuring that the Bank has a sound financial and management reporting platform by ensuring that all related financial and management reporting processes are in place to manage risk and optimise operational efficiency.

The incumbent will be responsible for the following but not limited to:

- Managing the activities of the Finance Loans Operations Department and establishing accounting and financial management and control policies, systems, and procedures to ensure the accurate and timely preparation of accounts, reconciliations, and financial statements.
- Preparing periodic management information reports on the financial position of the Bank to enable Management and the Board to measure the Bank's performance.
- Preparing periodic financial statements for presentation to stakeholders.
- Establishing, implementing and maintaining proper accounting and internal financial control systems and procedures.
- Ensuring the presentation of accurate accounting and financial information in accordance with International Financial Reporting Standards strict accounting schedules and timetables.
- Complying with accounting regulations and enable the board to measure the banks performance.
- Ensuring preparation and submission of Regulatory returns.
- Preparing and implementing audit programmes including preparation and publication of the Bank's special funds portfolio financial statements.
- Preparing and ensuring calculation of the Bank's Expected credit loss impairment provisions.
- Preparation of the Bank's facilities reconciliations as well as ensuring financial risk management protocols and mitigants.
- Managing and developing staff, setting staff key performance areas and monitoring performance.

### JOB REQUIREMENTS

- Finance/ Accounting Degree or equivalent, or AAT
- Full membership of internationally recognised Institute of Professional accountants (ACCA, CIMA, ACA, CPA, etc.);
- BICA membership with at least 5-7 years post financial management experience;
- 3 years at Management level;
- Experience in an audit firm and financial services is an added advantage.

### COMPETENCIES AND SKILLS

The incumbent must have the following:

- Ability to review data and make relevant management decisions.
- Strong financial system and business administration understanding.
- Excellent problem-solving skills with solid analytical skills, understanding of the business process, and systems optimization.
- Strong knowledge of financial reporting.
- Good understanding of financial risk and mitigation activities.

### REMUNERATION

The Bank offers competitive remuneration.

If development financing is an area that fascinates you, then you will want to join the go-to-AgriBank, the winning NDB team. Submit your applications (**Cover letter, CV and certified copies of qualifications**) to the following address no later than **30<sup>th</sup> July 2021**.

**Address to:** Head of Shared Services  
National Development Bank,  
P O Box 225  
Gaborone

**Email to:** [recruitment@ndb.bw](mailto:recruitment@ndb.bw)

**Hand Delivery:** In Gaborone – Ground Floor, Development House and Branches (Palapye, Francistown & Maun) – **Reception area.**

**NB: ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO.**

ISO 9001

**BUREAU VERITAS**  
Certification

