

VACANCY

Botswana Institute of Chartered Accountants (BICA) was founded through the Accountants Act of 2010 (amended in 2020). Its mandate is to protect public interest through the development and effective regulation of the accountancy profession.

The Institute is in search of qualified individuals for the below positions;

1. MANAGER: FINANCE & ADMINISTRATION FIVE (5) YEARS FIXED TERM CONTRACT REF NO. FAM (001)

This is an exciting role that needs an innovative self-starter to manage work priorities effectively, complete projects within set time frames and standards. The successful candidate will be responsible for overseeing sound financial and administrative management of Institute's activities, supervise finance, procurement, human resources and administrative staff.

MAIN PURPOSE OF THE JOB

- Responsible for overall planning, organizing and giving strategic direction to the Finance and Administration Department; which includes but not limited to financial management, risk management and overseeing the Human Resources and Administration divisions; to enable the institute to successfully discharge its mandate.

ACADEMIC QUALIFICATIONS & EXPERIENCE

- Fellow member of BICA.
- Fellow member of ACCA, CIMA, ICAEW, ICAS, ACPA or any chartered accountancy qualification recognized by IFAC.
- Degree in Accounting, Finance and Economics or related field.
- At least ten (10) years post qualification experience in the accountancy, corporate services or general management environment of which five (5) years should have been at senior management level.

2. AML/CFT SUPERVISION OFFICER REF NO. AML (002)

MAIN PURPOSE OF THE JOB

- To implement supervisory strategies with regards to the Institute's Anti-Money Laundering/ Counter Terrorism Financing and Proliferation Financing (AML/CFT/PF) obligations to ensure it meets objectives of deterring financial crime.

PRINCIPAL ACCOUNTABILITIES

- Supporting the Manager-AML/CFT/PF in the development and implementation of an AML/CFT/PF risk-based supervision and regulation of member firms;
- Engaging with all internal and external stakeholders, providing guidance to support their respective AML/CFT/PF queries, needs and responsibilities;
- Keeping abreast of emerging AML/CFT/PF emerging trends and typologies, and international case studies published from bona fide, industry-recognized sources;
- Supporting the development and delivery of both targeted-awareness and detailed AML/CFT/PF training for stakeholders on the implementation of the Financial Intelligence Act, Counter Terrorism Act and any other AML/CFT/PF Legislation;
- Undertaking on-going off-site surveillance of critical ML, TF & PF risk measures;
- Participating as a team member in the conduct of on-site examinations, assessing compliance with AML/CFT/PF legislation and regulations, and best practice; and
- Interprets, local, regional and international anti-money laundering policies recommendations and develops strategies for monitoring compliance.

ACADEMIC QUALIFICATIONS & EXPERIENCE

- Degree in Economics, Finance, Law, Risk Management, Audit or related field.
- Association of Certified Anti-Money Laundering Specialist (ACAMS) or International Compliance Association (ICA) certification or equivalent AML/CFT/PF will be an added advantage.
- Minimum of 3 years' experience preferably with some experience in client onboarding and CDD, auditing or Quality Assurance Testing, regulatory compliance or as a Money Laundering Reporting Officer (MLRO).
- Sound knowledge of Financial Action Task Force (FATF) AML/CFT/PF standards, related local legislations and regulations, and requisite AML/CFT/PF examination/supervisory or audit/regulatory compliance evaluation procedures and techniques.

Only candidates who meet the above requirements need to apply enclosing current curriculum vitae, certified copies of certificates and 3 references to recruitment@bica.org.bw or

The Chief Executive Officer
Botswana Institute of Chartered Accountants
Private Bag 0021
Gaborone, Botswana

Please indicate the reference code in the subject line on both the email & application letter.

Closing date 24 February 2022

NB: Only short-listed candidates will be responded to.