

VACANCY

Finance Manager

Finance & Accounting

Kalahari Medical Distributors, a 100% citizen company in the pharmaceutical industry is looking for a Finance Manager who will be responsible for ensuring the implementation and maintenance of a sound control environment. The incumbent will report to the Managing Director and will be responsible for the integrity of all reporting/ information in the company.

Additional Responsibilities

- Monthly reporting of financial results (Monthly Accounts Pack) within the two-day deadline
- Preparing or scrutinising ad hoc reports needed for the company
- Preparing and presenting of annual budgets
- Preparing of forecasts throughout the year as requested
- Ensuring compliance with the Delegation of authority matrix and key control document
- Analyse expenses and sales against budget, making sure all departments are aware of how they are tracking and making recommendations to improve.
- Fully responsible for the debtors function in the company
- Fully responsible for the creditors function in the company
- Preparation and overall responsibility for year-end audit process and reporting
- Present monthly financial reviews to Management
- Ensure all management information is filed, updated and readily available as required

Further day-to-day activities of the incumbent will include

- Sales
- Operations
- Administration
- Procurement
- Information Technology
- Human Resources

Qualifications & Experience

- Affiliation with the BICA
- Formal financial qualification at degree level would be advantageous (such as a B. Com Accounting or relevant Financial Management Degree)
- Should have gained at least two years' experience at supervisory or managerial level, within an FMCG environment
- Successful track record in terms of managing people
- Understanding of Industrial Relations is advantageous
- Should preferably have knowledge of and working experience on any accounting software

Attributes

- Good leadership skills with the ability to motivate and guide the Finance team in the company
- Accuracy and attention to detail
- High levels of skills in MS Excel
- Ability to add value beyond reporting on numbers
- Ability to apply sound judgement to all tasks
- Ability to solve problems
- Deadline driven
- High energy levels
- Sound IT skills

If you believe you possess these skills, apply with details of experience and knowledge areas, enclosing a detailed CV with references. Salary will be commensurate with qualifications and experience.

All applications to be addressed to The Human Resource Manager, Private Bag BR35 I, Gaborone or email to; hr@kmd.co.bw

Closing Date; 29th September 2023